Grant Medical Center Volunteer Opportunities

**Clerical:** Assist various departments with clerical duties, including filing, copying, answering the phone, greeting visitors, etc…

**“Wayfinding Ambassador”:** Direct patients and visitors to their various points of destination around the hospital.

**Nutrition Services:** Restock supplies, clean tables, wipe spills, restock refrigerated beverages, and greet visitors.

**Main Registration:** Escort patients and visitors throughout hospital, greet visitors and patients, deliver flowers to patients, transport patients (in wheelchairs), take and deliver messages, etc…

**Emergency Department Support:** Participate as a liaison with patient/family members and hospital personnel. May include greeting, wayfinding, stocking supplies, etc…

**Environmental Services Support:** Assist Environmental Services with maintaining hospital areas, including stocking supplies, etc…

**Outpatient Rehab:** Assist with clerical duties including filing, wiping down equipment, assisting technicians with patients, and other duties as needed.

**Customer Service Rep:** Greet visitors at our Customer Service Ambassador Desk. The rep gives out information on patients and directs visitors to proper locations throughout the hospital.

**Magazine Cart:** Provide library and magazine service to patients and visitors via cart taken room-to-room. Will also stock reading materials in waiting areas throughout the hospital.

**Mail Room:** Sort and distribute mail to departmental mailboxes and patient rooms, weigh letters/packages, process certified mail, etc…

**Surgery Greeter:** Provide patients and visitors with information or assistance, offer blankets, pass water/coffee, escort families to their destination, and assist in post-op area if needed.

**Surgery Post-Op Attendant:** Provide assistance to nursing staff by prepping rooms/bays for in-coming patients. Includes sanitizing beds and counters, changing linens, passing ice water, etc… transporting patients to their cars/lobby/valet via wheelchair, assist with mailings, straighten up patient rooms, etc…

**Patient Transport Assistant:** Assist with transporting patients throughout the hospital.
**Nursing Floor Assistant:** Assist nurses and patients on nursing floors. May include passing water, assisting with chart assembly, stocking supplies, visiting patients, deliver mail and flowers, etc…

**Acute Care for the Elderly Volunteer:** Special unit for elderly patients. Pass water, visit patients and engage them, play games, read magazines and books, encourage activity, and other duties as needed.

**Bone & Joint Center Nursing Assistant:** Assist nursing staff with patients in this state-of-the art orthopedics facility. Duties may include filling ice packs for patients, passing water, visiting patients, straightening up patient rooms, etc..

**Medical Staff Volunteer:** Filing, copying, faxing, assembling packets, and other clerical duties as needed.

**Family Practice Centers:** Three Grant-oriented centers, including downtown, near eastside, and Grove City locations. Duties including general office tasks, such as filing, copying, facing, assembling packets, greeting visitors, answering phones, etc..

**Mother’s Milk Bank (Victorian Village):** Wide variety of duties, including package set up and mailing, processing orders, assisting with communications and marketing efforts, etc...

**Volunteer Services Office:** Assist with volunteer services staff, including filing, data entry, greeting volunteers, assisting with scheduling, call-offs, etc…

**Fitness Center:** Fold towels, wipe down equipment, stock supplies, assist with clerical duties as needed, greet customers, etc…

**Floater:** Fill in as needed in various departments to handle volunteer call-offs, LOAs, vacations, etc… Schedule and availability may change daily.

**Bloodmobile:** Greet and register donors, provide information, solicit donations, misc. clerical duties. These events are held periodically and begin early morning until late night at Grant Medical Center; therefore even occasional assistance is needed.

**Many Other Opportunities:** Numerous opportunities currently exist as the department continues to grow. Please inquire.