HOSPICE PATIENT CARE VOLUNTEER POSITION DESCRIPTION

Organizational Relationship:
A member of the volunteer program with responsibility to that program. Works under the
direction of and is supervised by the Volunteer Coordinator.

Purpose of Position:
Responsible for providing non-medical support services as needed to the facility patients and
families on a volunteer basis.

_ Completes application, screening interview, volunteer orientation and training, concluding
  interview.
_ Has realistic goals for his/her involvement in Hospice.
_ Has evidenced his/her goals are compatible with the goals and needs of Hospice.
_ Gives evidence of commitment to the hospice program.
_ Attends mandatory education in-services.
_ Verbalizes willingness to work as a member of a team.
_ Respects patient/family belief systems.
_ Agrees to follow rules of confidentiality.
_ Is reliable and punctual.
_ Makes a time commitment of 1-6 hours each week for one year. Commitment is renewed
  annually thereafter.
_ Sets weekly schedule with patient/family and provides services on scheduled basis.
_ Attends monthly support meetings if possible, with other volunteers while performing volunteer
  duties.
_ Attends a minimum of two continuing education in-services annually.
_ Provides needed services to patient/families (examples: companionship, sitting with
  patients, emotional support to families and patients, assisting serving and/or feeding patient's meals, provide
  transportation when necessary and when volunteer is willing to transport, etc.)
_ Provides hands on care when trained to do so and when volunteer is agreeable to request.
_ Maintains open communication with other team members, reporting events or changes of
  concern to home care case manager.
_ Uses listening skills effectively to provide emotional support to the patient/family.
_ Records accurate, timely and objective documentation on each volunteer activity.

Volunteer Signature/Date    Hospice Staff Signature/Date