



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