

HOSPICE OF GARRETT COUNTY, INC.

Volunteer Job Description

POSITION: Patient Care Volunteer

REPORTS TO: Volunteer Coordinator

SUMMARY OF POSITION:

To provide patients and families with support in dealing with the terminal illness within their family. This is a volunteer position.

QUALIFICATIONS:

1. Completion of Hospice of Garrett County, Inc. Patient Care Volunteer Training.
2. Understand and agree with the Hospice philosophy.
3. Knowledge of issues surrounding dying and death.
4. Ability to relate sensitively to patients and their families; giving physical, emotional, spiritual and social support as appropriate.

RESPONSIBILITIES:

1. Promote open and honest communication among the patient, family, and friends of family and Hospice staff.
2. Recognize one's own limitations and call upon other members of the Hospice team to help meet the needs of the patient and the family. Also, to call upon the Volunteer Coordinator, other staff members, and one's own clergy and counselors to meet the volunteer's own needs for support.
3. Submit Volunteer Activity Forms in a timely manner.
4. Fill out any forms necessary to meet Hospice of Garrett County, Inc. federal and state regulations.
5. Be aware of changing needs and resources in the community and to share that information with the appropriate staff member.
6. Carry out commitment promptly and be reliable.
7. Attend in-service training sessions when offered.
8. Understand the function of the paid staff, maintain a smooth working relationship with them and stay within the bounds of volunteer responsibility.
9. Uphold commitments made to the patient and family.
10. Accept the guidance and decisions of the Volunteer Coordinator and nursing staff.
11. Maintain confidentiality regarding patient information, conversations and materials related to Hospice activities, and
12. All other duties as assigned by the Volunteer Coordinator.

Printed Name _____ Signature _____ Date _____