

# Volunteer Position Description



**Position:** Doctors Building Day Surgery (DBDS) Volunteer  
**Department:** Volunteer Services  
**Supervisor:** DBDS Nurse Manager and Volunteer Services Manager  
**Shifts:** Monday – Friday, ideally between 11am-6pm  
**Created:** January 2012

REVIEWED:  
01.23  
04.21  
03.19  
11.17

## Position Summary

Supports DBDS staff, as defined in the Essential Duties section, to help ease the way for patients and visitors.

## Qualifications

- Communicates clearly and respectfully with others.
- Maintains confidentiality and models it for others.
- Speaks, reads and writes the English language.
- Excellent customer service skills and has a sincere interest in serving others.
- Accepts supervision and adheres to Providence policies.
- Flexible in responding to change.
- Acts appropriately when dealing with critical, stressful, and/or unexpected situations.
- Recognizes own limitations and seeks help from appropriate sources when needed.
- Willing to make a minimum six-month (or 75-hour) commitment on a regularly scheduled basis (generally one shift per week).
- Dependable, punctual, and openly communicates scheduling needs/changes.
- Must not wear cologne/perfume, heavily scented lotion, or heavily scented deodorant during volunteer shift.
- Must not wear artificial nails (per infection control policies).

## Health Requirements\*

To protect you and our vulnerable patients, you must meet and/or provide documentation of the following:

- **Flu vaccine:** During flu season (Oct-May), receive an annual flu vaccine or sign a declination. If not vaccinated, you must wear a mask during high flu season (per regional health district) wherever patients may be present.
- **Tuberculosis (TB) testing:** Blood test for TB (current within 30 days). If you have a history of positive TB, you will be required to provide test results, chest x-ray reports and medical provider documentation.
- **Measles, mumps and rubella (MMR):** Two MMR vaccines and/or positive MMR titers or sign a declination.
- **Chickenpox (Varicella):** Two Varicella vaccines and/or a positive Varicella titer or sign a declination.
- **Hepatitis B (Hep B):** Hep B vaccinations (series of three) and a post-vaccination series titer or sign a declination.
- **Tetanus, diphtheria, and pertussis (Tdap):** Tdap vaccine and/or positive Tdap titer or sign a declination.

*\*If you cannot provide documentation and are 18 years of age or older, tests and immunizations will be offered at no cost, unless otherwise indicated. If you cannot provide documentation and are 16-17 years old, tests and the flu vaccine will be offered at no cost, with parent permission; however, you will be referred to your primary care provider for all other immunizations. .*

## Physical Requirements

- Vision and hearing within normal range.
- Able to lift and carry objects up to 10 lbs., or within own weight limitations.
- Able to provide wheelchair transportation up to 200 lbs., or within own weight limitations.
- Able to walk, reach, bend and stand for periods of time.

## Work Hazards

- Potential exposure to infectious diseases.

- Potential contact with combative/confused visitors and patients.

### Essential Duties

#### Assists staff in the pre-/post-op areas by:

- Rolls bed packs.
- Pushes clean stretchers to pre-op area.
- Provides food/beverages and warm blankets to patients.
- Transports discharged patients by wheelchair to Doctors Building entrance.
- Escorts patients' family members/friends to post-op area.
- Cleans/dresses stretchers.
- Stocks supplies and blankets.
- Transports specimens to lab.
- Performs other tasks, as needed.

### Volunteer Position Description Acknowledgement

I reviewed this position description and have been given an opportunity to ask questions. I meet all qualifications and am able to perform all duties related to this position. I understand that it is my responsibility to decline any task that is outside the boundaries of this position and to decline any task that I am not prepared to safely perform.

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Applicant Signature

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Date

#### *Our Mission*

As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

#### *Our Core Values*

Compassion · Dignity · Justice · Excellence · Integrity