

Volunteer Position Description



Position: Children's Clubhouse Volunteer
Departments: Family Support Services
Supervisors: Child Development Teaching Assistant and Volunteer Services Manager
Shifts: Weekdays at 9am-12pm and 1-4pm
Created: June 2010

REVIEWED:
02/23
06/19
07/18

GENERAL SUMMARY

Working closely with Family Support Services, volunteers provide exceptional family-centered care in the Children's Clubhouse by supervising children and assisting with activities such as reading and playing games. The Clubhouse is a safe, fun place for children to stay while their siblings or other family members receive medical care.

The 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 Values

Compassion. Dignity. Justice. Excellence. Integrity.

Our Vision

Health for a Better World.

Our Promise

Know me, care for me, ease my way.

QUALIFICATIONS

- None

KNOWLEDGE, SKILLS, AND ABILITIES

- Communicates clearly and respectfully with others, regardless of race, ethnicity, gender, or sociological background.
- Maintains confidentiality and models it for others.
- Excellent customer service skills and has a sincere interest in serving others.
- Accepts supervision and adheres to hospital 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.
- Dependable and punctual; openly communications scheduling changes.
- Good organizational skills with an attention to detail.
- Enjoys interacting with children (ages 3 and up, who are potty trained) and their family members.
- Comfortable and competent in independently supervising, caring for, and engaging with up to five children at one time. When caring for six or more children, typically must have a volunteer partner or direct support of the Child Development Teaching Assistant (depending on volunteer's level of comfort and experience).
- Able to diplomatically set boundaries with children and their family members.
- Willing and able to commit to one 3-hour shift per week for at least six consecutive months or at least 75-hours of service in less than six consecutive months.

ESSENTIAL FUNCTIONS

The duties listed are essential functions of the position. However, other duties may be assigned, and may also be considered essential functions of the position.

The volunteer must be sufficiently fluent in the English language to satisfactorily perform the essential functions of the position. The degree of fluency required will vary depending on the nature of the position.

Volunteers are expected to honor the Mission, Values, Vision, and Promise and adhere to the Code of Conduct, policies, and standards of their organization.

For direct patient care roles: Performs and maintains currency of essential competencies as required by specific area of hire and populations served.

Essential Duties

- Checks children in/out of Clubhouse following established policies/procedures.
- Provides follow-up/status reports to parents, as appropriate.
- Proactively interacts with age-appropriate activities such as reading stories and playing games.
- Maintains a safe and healthy environment for children, including but limited to, monitoring hand hygiene, and removing potential physical hazards.
- When there are not children to care for, prepares activity kits and straightens up the Clubhouse.
- Recognizes own limitations and seek help from appropriate sources when needed.

PHYSICAL DEMANDS and WORKING CONDITIONS

Physical Requirements

Please note for patient and material handling, the safe maximum force exerted by the volunteer should not exceed the following set values:

"For safe patient handling, in ideal situations, no more than 35 lbs. Maximum force should be lifted without the use of available lifting aids/equipment." (National Institute for Occupational Safety and Health (NIOSH) Safe Patient Lifting/Carrying thresholds). In situations of patient emergency some exceptions to this recommendation may exist (reference Safe Patient Handling Policy/Guidelines).

"For safe non-patient manual material handling, a Recommended Weight Limit (RWL) is 51 lbs. maximum without the use of assistive devices and/or team lift." (National Institute for Occupational Safety and Health (NIOSH) Work Practice Guide for Manual Lifting thresholds).

"The frequency of categories (never, rarely, occasionally, frequently, constantly) are based on the percentage of the work shift. For example, occasionally it is up to 1/3 of the work shift (US Department of Labor).

Lifting/moving patients: Mechanical forces generated by volunteer with or without use of lifting aids/equipment

Physical Requirements

- Vision and hearing within normal range.
- Able to lift and carry objects up to 25 lbs., or within own weight limitations.
- Able to provide wheelchair transportation up to 200 lbs., or within own weight limitations.
- Able to reach for and hold small children.
- Able to reach, twist, and bend frequently.

Work Hazards

- Potential contact with combative/confused visitors and patients.
- Potential contact with hazardous chemicals.