

## Job Descriptions and Qualification

### HOME CARE VOLUNTEER

The patient/family care volunteer provides practical, psychosocial and spiritual support to the hospice patient/family under the supervision of the volunteer coordinator or appropriate staff. The home care volunteer may provide services in patient homes and/or nursing facilities. Provide companionship and emotional support to patients, respite for caregivers, and other needed support for patients and their families. Volunteer opportunities for long or short-term relationships with patients and families.

#### Responsibilities may include:

- Serve as companion for patient
- Provide relief for caregivers
- Provide light housekeeping
- Assist with shopping and errands
- Contribute to an environment in which professional caregivers and staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity
- Attend educational/support meetings
- Facilitate community awareness and support of Hospice Of Salina

#### Qualifications:

- Maintain all annual forms and testing for compliance
- Must be at least 18 years old
- Demonstrate good interpersonal communication skills
- Demonstrate healthy adjustment to loss
- Successful completion of orientation, home care and basic volunteer training
- Demonstrate appropriate patient care skills
- Demonstrate understanding of limitations for volunteers in patient care
- Demonstrate ability to maintain appropriate boundaries
- Demonstrate understanding of patient/family care interdisciplinary team model

## Job Descriptions and Qualification

### BEREAVEMENT VOLUNTEER

Support grieving families through phone calls, home visits or assistance with memorial services and ongoing support groups. The bereavement support volunteer provides follow-up information, emotional support and companionship to clients under the supervision of the volunteer coordinator and/or bereavement coordinator. Bereavement support services are available to anyone in the community, regardless of whether or not their loved received care from Hospice of Salina.

#### Responsibilities may include:

- Provide information, bereavement support and companionship
- Communicate with clients at designated intervals via phone, mail and visits
- Contribute to an environment in which professional staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity
- Attend education and support meetings
- Facilitate community awareness and support of Hospice Of Salina

#### Qualifications:

- Maintain all annual forms and testing for compliance
- Must be at least 18 years old
- Demonstrate good interpersonal communication skills
- Demonstrate healthy adjustment to loss
- Successful completion of orientation, bereavement and basic volunteer training
- Demonstrate understanding of and sensitivity to grief/loss process
- Demonstrate ability to maintain appropriate boundaries

## Job Descriptions and Qualification

### FUNDRAISING VOLUNTEER

Work on fundraisers sponsored by Hospice Of Salina. The fundraising volunteer provides support for fundraising and special events efforts under the supervision of the volunteer coordinator and/or department supervisor.

**Responsibilities may include:**

- Assist with Hospice Of Salina events and fundraising efforts as needed
- Contribute to an environment in which professional staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity
- Attend educational/support meetings
- Facilitate community awareness and support of Hospice Of Salina

**Qualifications:**

- Maintain all annual forms and testing for compliance
- Must be at least 16 years old
- Demonstrate good interpersonal communication skills

## Job Descriptions and Qualification

### AMBASSADOR VOLUNTEER

Provide and support outreach and marketing activities as a speaker or as a health fair representative to educate the community about services provided by Hospice Of Salina. The ambassador volunteer provides support for community outreach and marketing activities to promote the benefits of hospice care and Hospice Of Salina services under the supervision of the volunteer coordinator and/or appropriate staff member.

**Responsibilities may include:**

- Facilitate or co-facilitate presentations and tours
- Provide educational support for health expos, senior events, etc.
- Contribute to an environment in which professional staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity
- Attend educational/support meetings
- Facilitate community awareness and support of Hospice of the Comforter

**Qualifications:**

- Maintain all annual forms and testing compliance
- Must be at least 18 years old
- Demonstrate good interpersonal communication skills
- Demonstrate healthy adjustment to loss
- Successful completion of orientation, home care, host care bereavement and basic volunteer training
- Demonstrate appropriate patient care skills
- Demonstrate understanding of limitations for volunteers in patient care
- Demonstrate ability to maintain appropriate boundaries

### YOUTH VOLUNTEER

Assist with a variety of administrative support needs. Volunteers must be at least 18 years old to work with patients and families. The youth volunteer provides administrative and non-patient care support for all Hospice Of Salina departments under the supervision of a volunteer coordinator and/or appropriate staff member. When youth volunteers reach the age of 18 and have completed all requirements for volunteer services they want to provide, they will have adult volunteer status.

**Responsibilities:**

- Performing standard clerical and administrative functions including:
  - General office functions including typing, filing, copying, mailings and answering phones
- Contribute to an environment in which professional staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity

**Qualifications:**

- Parental consent must be completed and on file
- Demonstrate good interpersonal communication skills
- Successful completion of basic volunteer training

## **ROSE PROGRAM**

Hospice of Salina provides a Rose to all patients upon death to be delivered to funeral home or facility.

### **Responsibilities:**

- Track memorials to Hospice of Salina through local media
- Order rose through approved florist
- Pick up and deliver rose at appropriate time
- Contribute to an environment in which professional staff can work cooperatively
- Maintain confidentiality
- Provide required documentation of time and activity
- Facilitate community awareness and support of Hospice of the Comforter

### **Qualifications:**

- Maintain all annual forms and testing compliance
- Must be at least 18 years old
- Demonstrate good interpersonal communication skills
- Demonstrate healthy adjustment to loss
- Successful completion of orientation and basic volunteer training
- Demonstrate understanding of and sensitivity to grief/loss process
- Demonstrate ability to maintain appropriate boundaries