

**RANKEN JORDAN
VOLUNTEER SERVICE DESCRIPTION**

POSITION/JOB TITLE: Clinical Services Volunteer

DATE: 02/15/2019

DEPARTMENT: Clinical Services

REPORTS TO: Volunteer Manager and/or Clinical Services Staff

Volunteer Objective: To assist staff in the operations of the Clinical Services Unit.

Duties & Responsibilities:

- Engage in developmental play with patients' ages 2 weeks to 21 years of age.
- Supervise and engage patients in activities both on the Unit and off, when possible.
- Wipe-down and put away toys and equipment.
- Protect patients, staff, and volunteers by adherence to infection control policies.
- All other projects or duties assigned by the Volunteer Manager or Clinical Services staff

Time Commitment:

- Minimum of one consistent weekly shift of two hours.

Qualifications (in addition to overall Volunteer criteria):

- Volunteer must be a self-starter, feel comfortable asking questions, approaching patients and families independently, and operating with minimal or little supervision at times. Energetic, flexible, ability to react positively and quickly, display initiative, patience, maturity, a willingness to learn and do what is needed, an acute sense of awareness for surroundings and patients, and previous experience with infants, toddlers, school agers, and adolescents. Abide by all Volunteer, Patient Supervision and Interaction, Confidentiality, HIPPA, Health, Safety, Corporate Compliance, Occurrence Reports, and Emergency Code Procedures and Policies required.

Physical Demands include stooping, kneeling, crouching, reaching, grasping, pulling, pushing, standing, carrying, and lifting of light loads (up to 35 lb.).

Benefits:

- Making a difference in a child's life
- Being a part of a team focused on improving the physical and emotional well-being of children with special needs
- Continuing education
- Gaining experience in a non-profit organization and, more specifically, a pediatric hospital
- Earning the ability to note your dedication and commitment to goodhearted deeds on your resume or job application
- Being recognized for their service to Ranken Jordan at the annual Volunteer Recognition dinner
- Improving self-esteem and overall health, which research has shown is a benefit of doing charitable work

Volunteer Signature

Date

Volunteer Manager Signature

Date