



Volunteerism

— AT SOUTHWEST HEALTH —

Make Your Mark

DEPARTMENT: Emergency

JOB TITLE: Emergency Department Volunteer

REPORTS TO: Emergency Department Manager

ROLE SUMMARY:

The Emergency Department Volunteer is responsible for assisting the Emergency Department in helping comfort patients and friends/family of those patients. The volunteer will also assist these individuals with any needs they may endure.

JOB QUALIFICATIONS:

- A. Exceptional interpersonal while demonstrating good work ethics, leadership and performance.
- B. Strong social skills
- C. Ability to transport specimens and other materials throughout the hospital
- D. Capability of standing and/or walking for long periods of time

ESSENTIAL FUNCTIONS:

When interacting with employees, other volunteers, patients and the general public, portrays a professional, confidential, honest, fair, and respectful manner.

Greets people at the Emergency Department entrance.

Provides blankets and/or water to patients or friends and family of patients when appropriate

Runs samples to the laboratory when requested.

Transports patients to X-Ray department when requested.

Runs errands or offers comfort to friends and family of the patients.

PHYSICAL REQUIREMENTS:

Continuous Demands (61%-100% of the time)

- Walking throughout the hospital numerous times
- Simultaneous use of hand, wrist and fingers
- Use of oral communication to perform work
- Standing for an extended period of time

With us, it's always personal



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Frequent Demands (31%-60% of the time)

- Reaching and stretching arms above head to access files or other resource information
- Pushing/lifting 20+ pounds
- Sitting, standing and bending

Occasional Demands (1%-30% of the time)

- Climbing and crawling

ENVIRONMENTAL CONDITIONS:

- Occasional exposure to noise, dirt/dust, smoke, and outside elements

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

Volunteer Name

Volunteer Signature

Date



Southwest
—HEALTH—

| 400 East Side Road, Platteville, WI 53818

p. 608.348.2331

f. 608.342.4713

southwesthealth.org