



Volunteerism

— AT SOUTHWEST HEALTH —

Make Your Mark

DEPARTMENT: Surgery

JOB TITLE: Surgery Volunteer

REPORTS TO: Directory of Surgery

ROLE SUMMARY:

The Surgery Assistant Volunteer is responsible for assisting the Surgery Department in moving and escorting patients and families along with miscellaneous office duties. Also aids the department in special tasks as they arise.

JOB QUALIFICATIONS:

- A. Strong written and verbal communication skills.
- B. Proper phone etiquette.
- C. Current or previous CNA. (not required)
- D. Familiarity with Microsoft Office. (not required)

ESSENTIAL FUNCTIONS:

Interacts in a professional, confidential, honest, fair, and respectful manner when presenting information and responding to questions from employees, other volunteers, patients, and the general public.

With discharge, escorts patients/families outside of building or to the proper exit alongside RN.

Transfers patients confined to wheelchairs to proper location with ease.

Answers phone and directs caller to appropriate extension; no scheduling of surgical appointments will be done by volunteer.

Scans documents and performs other miscellaneous office duties as requested.

Helps other nurses with moving patient beds to other locations in the hospital.

When requested, cleans rooms and surgical equipment properly.

Carries out standard administrative tasks such as filing, organizing, and re-locating employee files and or related material(s).

With us, it's always personal



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PHYSICAL REQUIREMENTS:

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

- Operation of standard office equipment (i.e. computer, telephone)
- Reading/ability to visualize information on computer screen and other paper documents
- Simultaneous use of hand, wrist, fingers
- Use of oral communication to perform work
- Walking, standing, and bending
- Pushing/lifting 30+ pounds

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

- Reaching and stretching arms above head to access resource information
- Sitting for extended periods
- Standing/walking for extending periods
- Requirements for far acuity, sharpness of vision and distinguishing colors

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

- Standing, climbing, and crawling

ENVIRONMENTAL CONDITIONS:

- Exposure to surgical gloves, latex, cleaning products, noise, dirt/dust, 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—

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