



# Volunteerism

— AT SOUTHWEST HEALTH —

*Make Your Mark*

**DEPARTMENT:** Rehabilitation

**JOB TITLE:** Rehabilitation Volunteer

**REPORTS TO:** Rehabilitation Director

## **ROLE SUMMARY:**

The Rehabilitation Volunteer is responsible for assisting the Rehabilitation Department with department maintenance and patient assistance. The volunteer also aids in other special tasks as they arise.

## **JOB QUALIFICATIONS:**

- A. Strong written and verbal communication skills.
- B. Exceptional interpersonal and organization skills while demonstrating good work ethics, leadership and performance.
- C. Basic understanding and comfort with computers.
- D. Access EPIC computer program. (not required)

## **ESSENTIAL FUNCTIONS:**

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

Works with the Rehabilitation personnel on projects as assigned or determine by need, helping other team members when own work is completed.

Assists with patient access by transporting patients to other departments or entrances.

Changes linens and cleans rooms/equipment in between therapy sessions.

Makes Home Health charts and labels them when requested.

Carries out standard administrative tasks such as filing, organizing and re-locating employee files and or related materials.

## **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

*With us, it's always personal*



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- Simultaneous use of hand, wrist and fingers
- Sitting, walking and bending

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

- Pushing/lifting objects 30+ pounds
- Reaching and stretching arms above head to access files or equipment
- Standing and sitting for extended periods of time
- Requirements for far acuity, sharpness of vision and distinguishing colors

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

- Standing, climbing and crawling

## **ENVIRONMENTAL CONDITIONS:**

- Occasional exposure to noise, dirt/dust, and cleaning products

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.

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Volunteer Name

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Volunteer Signature

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Date



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