

Position Description

Jansen Hospice and Palliative Care

Position Title: Patient Care Volunteer

Position Summary:

The person in this position works collaboratively with the hospice team to provide practical support services for patients and their families.

Qualifications for Certification:

Good physical health, emotional maturity, sensitivity, and reliability. Completion of volunteer training program offered by Jansen or equivalent. Documentation of tuberculin skin test required each year.

Accountability: Volunteer Coordinator

Responsibilities:

- Provides support and companionship for patients/families in collaboration with other members of the hospice team in accordance with the interdisciplinary plan of care.
- May Assist patients/families with the following:
 - Companionship, friendly visiting
 - Transportation to doctor's visits, grocery shopping
 - Light Homemaking chores (e.g., snack/meal preparation, dishwashing)
 - Babysitting for children in the family if past of the plan of care
 - Personal care of the patient (e.g., combing hair, hand washing, positioning)
- Accepts request for service according to stated schedule of availability
- Reports immediately to the hospice office any noticed changes in the patient's condition from previous visits
- Demonstrates dependability when working with patient/family
- Practices judgment in sharing information about patient/family with other hospice team members
- Signs a pledge of confidentiality and, as such, refrains from discussing any details of patient/family situation with anyone outside of hospice personnel
- Documents visits with the patient/family and returns the "Report of Visits" form to the hospice office after every four visits
- Attends team meetings, volunteer meetings, educational offering meetings as appropriate
- At the discretion of the Volunteer Coordinator, the volunteer may be asked to provide bereavement support for the family at least three weeks after a patient's death
- Complies with policies and procedures re: completing annual self-evaluation and health assessment in a timely fashion.