

## JOB DESCRIPTION

POSITION	Volunteer
REPORTS TO	Administrator and Volunteer Coordinator
DUTIES	<p>Provide a warm and understanding atmosphere by giving support and encouragement while affirming life.</p> <p>State clearly to the patient and/or family what he/she can offer in terms of time and availability. Commitments will be kept once made.</p> <p>Provide respite care such as running errands, care of children, staying with the patient to relieve family and an endless number of other mutually agreed upon tasks.</p> <p>Volunteers do not provide hands-on care such as bathing, toileting, or giving medications.</p> <p>Observe changes in physical condition of the patient, family or friends; observes changes in family dynamics. Reports changes to nurse, social worker or volunteer director.</p> <p>Attend team meetings when requested or desired.</p> <p>Listen - accept patient and family where they are.</p> <p>Maintain a high level of professional confidentiality concerning patient and family information.</p> <p>Provide feedback to hospice team through care-coordinator or at team or support meetings.</p> <p>Provide bereavement support, in coordination with the hospice team, including continued assessment of and feedback on family needs.</p> <p>Attend monthly support group meetings.</p> <p>Keep records of hours (including telephone), activities and mileage.</p>
QUALIFICATIONS	Must be a caring, empathetic and supportive person who is able to supplement the medical, social and spiritual services available to families and patients during the final stages of a terminal illness.