

GRAND VIEW HOSPITAL
Sellersville, PA

VOLUNTEER ASSIGNMENTS

Clerical Support - Alphabetically sort and file documents, collate materials, assist with hospital mailings, photocopy documents, etc.

Case Management IMM Messenger – Delivers “Second Notice” of Important Message from Medicare informing patients of their rights to appeal regarding treatment or if they feel they’re being discharged too soon.

Emergency Dept. Unit Assistant – Assist the staff in providing patient care that does not require professional training: restock supplies, replace bed linens and organize patient treatment rooms, run errands for staff, transport patients via wheelchair to and from radiology services, and respond to call bells. (Must be 18 years old and out of school 1 year).

Emergency Dept. Liaison – Provides communication between staff and patients/visitors in the ED waiting room. Provides a calm, reassuring influence by talking with patients/visitors, giving directions, offering complimentary beverages, getting answers to questions/concerns. (Must be 18 years old and out of school 1 year)

Emergency Dept. Patient Relations Representative – Serves as a liaison between staff and patients/families by acting as a patient advocate. Provide information and support to improve patient service and make the hospital experience more personal. (Must be 18 years old and out of school 1 year)

Engineering / Maintenance Wheelchair Repair – Perform wheelchair maintenance tasks, maintains a checklist of repaired wheelchairs and those still requiring maintenance and assists with inventory control of wheelchair parts.

Friendly Visitor – Volunteers visit patients for socialization and offers complimentary items: magazines, books and puzzle.

Gift Shop – Assist with selling full line of gift items (flowers, toys, candy, cards, balloons, jewelry, figurines, etc.) to hospital visitors and hospital employees; stock shelves; price merchandise.

Golf Cart Driver – Transport patients and visitors between the parking lot and hospital entrances via Grand View’s golf cart service. (minimum age 21 and must have a valid PA driver’s license).

Grandparent Program – Interact with children ranging from infant to kindergarten. Read, play, distribute snacks and lunch. Volunteer shift is from 10:00am-1:00pm (minimum age 18 years)

Greeter (Sellersville Outpatient Center or Hospital Main Lobby) – Greet patients and visitors, offer directions and provide wheelchair assistance as needed.

Hair Care – For patient’s convenience and comfort – provide wheelchair transportation; wash, set, comb out and style patient’s hair.

Information Desk – Provide information to visitors and to patients; re-address mail for discharged patients; deliver flowers, newspapers and mail to patients; answer phone and transfer calls (morning/ afternoon/ evening)

Maternity Nursery Assistant – Distribute beverages and snacks to adult patients, collate maternity packets, cuddle/rock babies in the Nursery as needed, run errands for staff and perform other duties. (minimum age 18 years)

Medical and Surgical Short Stay Unit Assistant – Provide patient care in Short Procedure Unit: changing linens on stretchers, take specimens to lab, run errands for staff, discharge patients via wheelchair.

Office Support - Provides computer support, data entry, as well as using Excel or Word.

Operating Room Liaison – To relay information between staff and families in the waiting room, providing information about status of patient's procedure.

Orthopedics Escort – Escorts or transports patients to outpatient departments for pre-admittance testing for joint replacement.

Pastoral Care - Offer pastoral support to any patient, exercising listening skills, helping patients get in touch with inner spiritual resources to help them cope with illness and loss.

Patient Registration Facilitator - Greets patients, collects paper work, directs patients to registrar, answers phones and handles clerical duties.

Patient Representative – Visit each patient after their second day in the Hospital, giving him/her the opportunity to share comments and express concerns.

Patient Portal Representative – Visit patients to create awareness of the hospital's Patient Portal, an online tool that patients and families can use to manage their health care information. The volunteer provides information and facilitates enrollment.

Patient Portal Data Entry – Enter data for new members/participants in Grand View's patient portal

Physical Medicine & Rehabilitation Unit Assistant at SOPC – Assist staff in a variety of duties that include changing beds, pushing patients in wheelchairs, restocking supplies, organizing equipment, as well as answering telephones and filing as needed.

Radiology Liaison – Act as a liaison between staff and Hospital patients awaiting radiology services.

Rehab Activity Assistant – Facilitate patient activity in the Rehabilitation Unit to encourage socialization and participation in simple table's games and learning exercises.

Supply Processing and Distribution Expeditor- Off-load washer; dry tables and send up lift; deliver 9:15 and 11:15am rounds

Therapy Dog Program – The certified therapy dog and its handler will visit patients for the purpose of providing comfort and friendship.

Thrift Shop – Retail clerk to assist customers making purchases and / or Processor to assist with unpacking, sorting and stocking donated items.