

Rush Oak Park Hospital Volunteer Openings

1. Unit Assistant Volunteer

Position Description

Unit Assistant volunteers act as a patient ambassador and concierge. Under the direction of the Unit Secretary, responsibilities include: answering patient call lights, patient rounding while providing comfort measures; socializing with patients; assisting with transport and discharge of patients; messenger runs and transporting of specimens.

Qualifications:

- Exceptional customer service skills; should be enthusiastic, friendly, dependable, and **flexible**.
- Must be able to read, write, understand and speak English fluently.
- Ability to work independently and solve problems or contact a staff person when appropriate; ability to follow directions from supervisor when emergency arises.
- Must be physically fit; able to stand for four hours and transport supplies.
- Applicants should be adults **19 years of age** or older who are interested in working in a health care setting or who want a high level of patient interaction.
- **Weekly, consistent attendance is a priority. A long term commitment of 128 hours is required, with one four hour shift per week for 8 months.**

Shift Times:

Shifts available: Telemetry Unit: Monday afternoon 1-5pm; Wednesday morning 9am- 1pm.

2. Out-Patient Therapy Volunteer

Position Description

In addition to observing Therapists, Therapy volunteers will also provide assistance with non-clinical program duties as needed. Responsibilities may include: Assisting with transport of patients, disinfecting and cleaning of equipment, visiting with patients, stocking/restocking of supplies and linen and clerical duties as needed.

Qualifications:

- Exceptional customer service skills: must be enthusiastic, friendly, dependable, and **flexible**.
- Must be fluent in reading, writing, and speaking English.
- Ability to work independently and solve problems or contact a staff person when appropriate; ability to follow directions from supervisor when emergency arises.
- Must be physically fit and available to stand for three hours, requires standing, walking, bending and stretching on a consistent basis. Ability to push/pull an occupied wheelchair unassisted.
- Applicants should be at least **19 years of age** and interested in learning about and/or working in an Out Patient Therapy environment. Prefer pre-med students or students enrolled in a Therapy Program at a local university.
- **Weekly, consistent attendance is a priority. Long term commitment requires one-four hour shift per week for a period of six months or a total of 96 hours.**

Shift Times:

Shifts available: Monday, Wednesday, Friday mornings 8am-noon or afternoons 1-5pm.

3. In-Patient Therapy Volunteer

Position Description

In addition to observing Therapists, in patient therapy volunteers will also provide assistance with non-clinical program duties as needed. Responsibilities may include: Assisting with transport of patients, disinfecting and cleaning of equipment, visiting with patients, stocking/restocking of supplies and linen, and clerical duties.

Qualifications:

- Exceptional customer service skills: must be enthusiastic, friendly, dependable, and **flexible**.
- Must be fluent in reading, writing, and speaking English.

As of 3/03/20

- Ability to work independently and solve problems or contact a staff person when appropriate; ability to follow directions from supervisor when emergency arises.
- Must be physically fit and available to stand for four hours, requires standing, walking, bending and stretching on a consistent basis. Ability to push/pull an occupied wheelchair unassisted.
- Applicants should be at least **19 years of age** and interested in learning about and/or working in a Skilled Care environment. Prefer pre-med students or students enrolled in a Therapy Program at a local university.
- **Weekly, consistent attendance is a priority. Long term commitment requires one-four hour shift per week for a period of six months or a total of 96 hours.**

Shift Times:

Shifts available: Friday morning 8am-noon or afternoon 1-4pm.

4. Emergency Room Volunteer

Position Description

ER volunteers provide general customer service and support to visitors in the ER waiting room area.

Responsibilities include: Greeting, providing informational and wayfinding help, keeping waiting area clean and organized, assisting with escorting/transporting of visitors to other areas of the hospital and filling/refilling of supplies.

Qualifications:

- Exceptional customer service skills; should be enthusiastic, friendly, dependable, and **flexible**.
- Must be able to read, write, understand and speak English fluently.
- Ability to work independently and solve problems or contact a staff person when appropriate.
- Must be physically fit and able to stand for four hours and transport supplies.
- Applicants should either be pre-med students or adults **19 years of age** or older who are entering the health care field or who are interested in working in a hospital environment.
- **Weekly, consistent attendance is a priority. A long term commitment of 96 hours is required, with one four hour shift per week for 6 months.**

Shift Times:

Shifts available: Monday afternoon 2-6pm; Wednesday, Thursday, Friday, Saturday evening 6-10pm.

Please note:

Applying to the volunteer program does not automatically guarantee acceptance/placement into the program. Volunteer service at Rush Oak Park Hospital is not intended or guaranteed in any way to lead to paid employment.