

Rush Oak Park Hospital Volunteer Openings (As of 4/3/23)

Information Center Volunteer

Position Description

Information Center volunteers are located on the first or ground floor of the Hospital, and provide customer service to all patients, visitors and staff. Responsibilities include greeting and assisting all visitors and patients in a helpful and courteous manner; providing directions and information; providing security badges for visitors; escorting of patients to desired locations throughout the hospital (including wheelchair transport) and rounding up of wheelchairs. We have both sitting and “roaming” positions available.

Qualifications:

- Exceptional customer service skills.
- Ability to work as part of a team. Must be enthusiastic, friendly, dependable, and *flexible*.
- Must enjoy interacting with the public and be able to communicate effectively with people of all ages and backgrounds.
- Must be able to read, write, understand and speak English fluently.
- Prefer physically fit and able to push/pull a wheelchair unassisted.
- Applicants should be adults **18 years of age** or older who are interested in providing customer service to our visitors and guests.
- **Weekly, consistent attendance is a priority.** A time commitment of **6 months/96 hours** with at least one four-hour shift per week is required.

Front Desk Shifts available:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
11am- 3pm	Available	Available	Available	Full	Available
3pm- 7pm	Available	Available	Available	Available	Available

Ground Floor Shifts available:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
6am- 10am	Full	Full	Available	Available	Available
10am- 2pm	Available	Available	Full	Full	Available

Office Administrative Volunteer

Position Description

Office Administrative Volunteers provide support to staff in a variety of Hospital Departments. Responsibilities include: front desk and phone reception; hard copy filing; copying or scanning of documents; database entry; putting together information packets and/or mailings and special projects as needed.

Qualifications:

- Excellent administrative and organizational skills. Medium level computer skills with Microsoft Office Suite.
- Must be enthusiastic, friendly, dependable, and *flexible*.
- Must be able to read, write, understand and speak English fluently.
- Applicants should be adults **18 years of age** or older who are interested in working in a health care environment.
- **Weekly, consistent attendance is a priority.** A time commitment of **6 months/96 hours** with at least one four-hour shift per week is required.

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
noon- 4pm	Available	Available	Available	Available	Full

Department-based positions include:

1. Out-patient Therapy Volunteer

Position Description

In addition to observing Therapists, Therapy volunteers will also provide assistance with non-clinical program duties as needed. These include: Assisting with transport of patients, disinfecting and cleaning of equipment, visiting with patients, stocking/restocking of supplies and linen, database management and other 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 as part of a team. Must be friendly, dependable, and *flexible*.
- Must be physically fit; requires standing, walking, bending and stretching on a consistent basis. Ability to push/pull an occupied wheelchair.
- Applicants should be at least **19 years of age** and interested in learning about Outpatient Therapy. Preference will be given to those who are already enrolled or planning to enroll in a local University’s Therapy Program.
- **Weekly, consistent attendance is a priority.** A time commitment of **6 months/96 hours** with at least one four-hour shift per week required.

Shifts available:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am- noon	Available	Available	Available	Available	Available
1- 5pm	Available	Available	Available	Available	Full

2. Cardiac/Pulmonary Rehab Volunteer

Position Description

In addition to observing Cardiac and Pulmonary Rehab (CR/PR) Therapists, CR/PR volunteers will also provide assistance with non-clinical duties as needed. These include: transporting patients in wheelchairs, disinfecting and cleaning equipment, phone reception, database management and general clerical assistance.

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; requires standing, walking, bending and stretching on a consistent basis. Ability to push/pull an occupied wheelchair.
- Applicants should be at least **19 years** of age and interested in learning about the Cardiac or Pulmonary health care environment. Preference will be given to those who are already enrolled or planning to enroll in a local University’s Cardiac or Pulmonary Rehab program.
- **Weekly, consistent attendance is a priority.** A time commitment of **6 months/96 hours** with at least one three to four-hour shift per week required.

Shifts available:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
7am- 11am	Available	Available	Available	Available	Available
11am- 3pm	Full	Available	Full	Available	Available

5. 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 time commitment of **8 months/128 hours** with at least one four-hour shift per week is required.

Shifts available:

Surgical Unit Assistant:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am- 1pm	Available	Full	Available	Available	Full	Full
1pm- 5pm	Available	Full	Available	Available	Available	Available

Telemetry Unit Assistant:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am- 1pm	Available	Available	Available	Available	Full	Full
1pm- 5pm	Full	Available	Full	Full	Available	Available

Orthopedic Unit Assistant:

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9am- 1pm	Available	Full	Full	Available	Full	Full
1pm- 5pm	Available	Available	Available	Available	Available	Available

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.