

Rush Oak Park Hospital Volunteer Openings
As of 10/11/21

Ground Floor Information Desk Volunteer

Position Description

Information Center volunteers are located on the 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; escorting of patients to desired locations throughout the hospital (including wheelchair transport) and rounding up of wheelchairs.

Qualifications:

- Excellent customer service skills. 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.
- Must be 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 8 months/128 hours* with at least one four-hour shift per week is required.
- Shift Times

Shifts available: Monday thru Friday mornings 6am-10am

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
6am- 10am	Available	Available	Available	Available	Available
10am- 2pm	Full	Full	Full	Full	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.
- A time commitment of 6 months/96 hours with at least one four-hour shift per week required.
- Shift Times

Shifts available: Tuesday and Thursday mornings 8am-noon; Monday, Tuesday, Wednesday afternoons 1-5pm

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

2. Pulmonary Rehab Volunteer

Position Description

In addition to observing Pulmonary Rehab (PR) Therapists, 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.
- Medium level computer skills with Microsoft Office Suite.
- Applicants should be at least **19 years** of age and interested in learning about the Pulmonary or Cardiac Rehab health care environment. Preference will be given to those who are already enrolled or planning to enroll in a local University's Pulmonary Rehab program.
- A time commitment of 6 months/96 hours with at least one three to four-hour shift per week required.
- Shift Times

Shifts available: Tuesday, Wednesdays, Friday mornings 8:30am-12:30pm; Monday, Wednesdays, Friday afternoons 12:30-4:30pm.

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am- 12:30pm	Full	Available	Available	Full	Available
12:30pm- 4:30pm	Available	Full	Available	Full	Available

3. Cardiac Rehab Volunteer

Position Description

In addition to observing Cardiac Rehab (CR) Therapists, CR 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 Rehab health care environment. Preference will be given to those who are already enrolled or planning to enroll in a local University's Cardiac Rehab program.
- A time commitment of 6 months/96 hours with at least one three to four-hour shift per week required.
- Shift Times

Shift times available: Monday thru Thursday afternoons 11am-3pm.

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:30am- 12:30pm	Full	Full	Full	Full	Full
12:30pm- 4:30pm	Available	Available	Available	Available	Full

4. Front Desk Laboratory Volunteer

Position Description

Under the direction of the Head Phlebotomist, front desk laboratory volunteer responsibilities include: Greeting visitors and patients and providing appropriate information and/or directions; maintaining organization of waiting room and front desk area; answering phones, transferring calls, taking messages; messenger runs; transporting specimens and clerical assistance as needed.

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 handle several tasks/customers at one time.
- Must be physically fit; able to stand for four hours and transport supplies.
- Applicants should be adults **18 years of age** or older who are interested in working in a health care environment or professional laboratory setting.
- **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.

Shifts available: Tuesday, Wednesdays, Thursday mornings 8am-noon; Monday, Wednesdays, Thursday Friday noon-4pm; Monday thru Thursday 4-8pm.

Weekday/Shift Time	Monday	Tuesday	Wednesday	Thursday	Friday
8am- 12pm	Full	Available	Available	Available	Full
12pm- 4pm	Available	Full	Available	Available	Available
4pm- 8pm	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.