

OPPORTUNITIES FOR VOLUNTEERS

Nursing Floors – includes **The Women & Children’s Center (2nd)**, **General Medical/Telemetry Floor (3rd)** or **Surgery Floor (4th)** – You will be able to perform tasks such as answer call bell, set up clean rooms, replace basic patient items, run errands, deliver mail, deliver meal trays, assemble new charts, water flowers, transport by wheelchair. Need is basically 8:00 am-7:00 pm, seven days a week. 3rd and 4th Floors need is as early as possible. (6:00 am – 9:00 pm.)

Critical Care Unit (3rd floor) – Assist in the family reception rooms, answer phones, call bells, visit patients or read mail to patients, assist with stocking supplies, transporting mail, clerical work, assemble admission packets, run errands, assist manager of Critical Care.

Cardiac Rehab – One day a week, between 8:00 am – 12:00, file, prepare packets, pick/up & delivery of mail, answer phones.

Central Transport – assist with transporting patients and equipment throughout the hospital, assist with discharges, run errands for department.

Code Care – Round on New Admit patients to inform them of Code Care helpline.

Day Surgery Center – clerical duties, answer phones, patient escort, assist with reception area, assist with keeping families updated on patients. Monday – Friday, 7:00 am & 8:00 pm.

Diabetes Center – clerical duties with telephone skills, M-F, file, make copies, 9:00 am – 5:00 pm.

Dietary Department – clerical, errands, wrap silverware, filling up condiments and supplies during lunch hour.

Emergency Department – Very fast paced environment includes nursing and clerical areas, answer call bells, stock linens and supplies, assist patients out of their car at the entrance and run errands. Seven day a week, available hours 7:00 am – 10:00 pm.

Employee Health – clerical duties, file, assemble packets, etc. M-F 8:00 am – 4:00 pm.

Endoscopy Department and Endo Center - assemble packets, make copies, assist with transporting patients to vehicle. M-F, 8:00 am - 4:00pm.

Environmental Services – assist with folding linen, assist with linen deliveries and run errands, patient survey. Monday – Friday, 8:00 am – 3:00 pm.

First Step – answer phones, clerical duties. Hours needed are M-F 8:30 am – 4:00 pm.

Franklin Street Ambulatory Clinic – clerical duties, file, answer phones, restocks supplies in patient rooms, assists in the waiting room with magazines and educational material, assist staff with translating with Hispanic population. Hours needed M-F, 8:30 am – 4:00 pm.

Gift Shop – preparing balloons, operating cash register, gift wrap, prepare merchandise for display, Hours varies 8:00 am – 7:30 pm & weekends 12:00 pm – 4:00 pm.

Greeter – assist visitors and family members to destinations, assist Guest Services, deliver flowers, cards, etc.

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High Risk for Falls Survey – Round on patients for high risk for falls. M-F, am or pm

Home Care – located downtown Monroe, Tues-Fri, 8:30 am & 4:00 pm. Clerical duties – assemble charts, venipuncture kits, check supplies for expired items, file.

Human Resources – file, shredding, assemble information for new employees, M-F 8 am & 4 pm.

Jesse Helms Nursing Center – Answer phones, assist staff, Patient-centered activities, visit with residents, distribute newspaper to patients, etc. M-F, S-S. 7:30 am – 8:00 pm

Materials Management – stock room, clerical duties, file, answer phones, assist with stock, check expiration dates. M-F 8:00 am – 5:00 pm

My Carolinas – assist patients with sign up/log in to program through patients email to be able to view medical records, lab results, make appointments, etc. M-F 8:00 am – 8:00 pm; S/S 9:00 am – 7:00 pm

Newspaper Delivery – deliver papers to each patient room Wednesday, Friday and Sunday. Requires about 1 hour to complete which begins early in the morning. W and F 8:00 am ; Sunday 9:00 am.

Nursing-Director of Nursing/Clinical Nurse Specialist – clerical duties, file, typing, run errands.

Operating Room – assist supply room staff. Morning or afternoon hours available.

Outpatient Registration – (Admitting, ER and OP registration) Assist at the greeter desk with patients who are registering, assist patients to their rooms in the ED from triage, assemble packets, run errands, escort/direct patients, light clerical, assist in the reception area – 8:00 am – 5:00 pm.

Quality Outcomes – clerical, file, make copies, laminate material, assemble packets. M-F, 8 – 4 pm

Rehabilitative Services – assist staff with patients, light clerical with good telephone skills, errands, file reports and folders, weekdays 8am & 4pm.

Southeast Pain Center – clerical duties, filing, answer phones, restock supplies in patient rooms, assist in the waiting room with magazines and educational material. Hours needed are M-F, 8:30 am – 5:00 pm.

Special Projects – On Call List – M-F, 8-4.

Stroke Survey – Round on patient admitted with strokes. M-F; am or pm

Union West Surgery Center – answer phones, assemble patient packets, clerical. M-F 9 am – 4 pm

Wound Care Clinic – file, assemble patient packets, clerical duties. Monday or Thursday, 9–5.

MANY MORE!!!