

# **KOSCIUSKO HOME CARE & HOSPICE, INC.**

## **JOB DESCRIPTION**

**JOB TITLE:** Hospice Volunteer Bereavement Companion **FALSA STATUS:** Non-exempt

**REPORTING RELATIONSHIP:** Reports to Hospice Volunteer Coordinator.

### **GENERAL SUMMARY:**

Works in conjunction with Hospice Volunteer Coordinator and other members of the Hospice Team. The Bereavement Volunteer provides support to appropriate friends, family members, and/or caregivers who have lost a loved one through hospice.

### **ESSENTIAL FUNCTIONS:**

1. Provides an atmosphere of warmth and understanding for the bereaved.
2. Contact the bereaved within two weeks after being assigned. Amount of contact with the bereaved will be determined by the Volunteer and the bereaved, with input from the Volunteer Coordinator.
3. Supports the bereaved by making regular contacts (at least monthly) and aids in helping them adjust to the loss of their loved one.
4. Submits documentation to the agency within two weeks of activity. This may also be mailed to the agency office.
5. When ending contacts with the bereaved, the Volunteer will consult with the Volunteer Coordinator.
6. Maintains confidentiality of all patient/bereaved information and records.
7. Attends six volunteer in-services/meetings for continuing education and support each year.

### **NON-ESSENTIAL FUNCTIONS:**

1. Performs other duties as assigned by the Hospice Volunteer Coordinator.

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**JOB-QUALIFICATIONS:**

Other:

1. Completion of agency guidelines.
2. Completion of the Hospice Volunteer training program.
3. Interviewed and accepted as volunteer by the Hospice Volunteer Coordinator.
4. Sympathetic, mature, reliable and capable of following specific directions.
5. Skilled in listening and sensitive to physical, emotional, spiritual and social needs.

**APPROVALS:**

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.