

KOSCIUSKO HOME CARE & HOSPICE, INC.

JOB DESCRIPTION

JOB TITLE: Hospice Volunteer Companion

FALSA STATUS: Non-exempt

REPORTING RELATIONSHIP: Reports to Hospice Volunteer Coordinator.

GENERAL SUMMARY:

Works in conjunction with other members of the Hospice Team and under the supervision of the Hospice Volunteer Coordinator. The companion's most important role is to provide continuity of support services for the patient and family in all settings.

ESSENTIAL FUNCTIONS:

1. Provides an atmosphere of warmth and understanding for the patient and family.
2. Provides practical support service such as light housekeeping, shopping, writing letters, sharing hobbies, fixing meals, sitting with patient, visiting, listening, etc.
3. Maintains confidentiality of all patients/family information and records.
4. Updates team members of patient and family's progress or problems and continued needs.
5. Provides emotional support to family/caregiver at time of death, if possible and if so requested.
6. Attends six volunteer in-services/meetings for continuing education and support each year.
7. Submits documentation to the Agency within two weeks of activity. This may also be mailed to the agency office.
8. Communicates concerns or problems immediately to Hospice Coordinator or other appropriate member of the Interdisciplinary Group.

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.