

KOSCIUSKO HOME CARE & HOSPICE, INC.

JOB DESCRIPTION

JOB TITLE: Hospice Office Volunteer **FLSA STATUS:** Non-Exempt

REPORTING RELATIONSHIP: Reports to Hospice Volunteer Coordinator.

GENERAL SUMMARY:

The volunteer provides administrative and clerical support for the Hospice program. The volunteer works in conjunction with the other members of the Hospice Interdisciplinary Group and under the supervision of the Hospice Volunteer Coordinator.

ESSENTIAL FUNCTIONS:

1. Sends appropriate bereavement mailings to families enrolled in the bereavement mail program.
2. Copies and compiles materials for volunteer training.
3. Copies and compiles materials for the Hospice Patient Information packets and Hospice charts.
4. Assists with details related to Hospice Memorial Services and volunteer training (arranging refreshments, obtaining supplies, etc.).
5. Mails meeting notices to the Hospice Volunteers.
6. Files Hospice volunteer documentation.
7. Maintains confidentiality of all patient/family/volunteer information and records.
8. Maintains file of items used to recruit and encourage retention of volunteers.
9. Maintains the record of all of the Hospice volunteer's hours and miles.
10. Submits record of time spent functioning as a Hospice Office Volunteer within two weeks of activity. This may also be mailed to the agency office.
11. Attends two volunteer in-services/meetings for continuing education and support each year.

NON-ESSENTIAL FUNCTIONS:

1. Performs other duties as assigned.

JOB QUALIFICATIONS:

1. Completion of agency guidelines.
2. Completion of the Hospice Volunteer training program.
3. Interviewed and accepted by Hospice Volunteer Coordinator.
4. Basic clerical skills.
5. Good verbal communication skills.

APPROVALS:

Administrator

Date

Employee 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.