



**Sacred Heart  
Hospital**

AN AFFILIATE OF HOSPITAL SISTERS HEALTH SYSTEM

**VOLUNTEER SERVICE AREA OPPORTUNITIES**

Department	Duties	Critical Area	Wheelchair	Patient Contact	Hours	Days
<b>Central Supply</b>	Place labels on supplies for the patient floors.				Varied	Daily
<b>Clerical/Office Work/Unit Helper</b>	Assist various hospital floors/departments with filing, mailings, collating, etc.				Varied	Varied
<b>Communication</b>	Newspaper readers-read/clip medically related articles. Various clerical assistance.				Varied	M-F
<b>Emergency Medical &amp; Trauma Center (EMTC)</b>	Assist families in the waiting room, transport (pushing wheel-chair) patients to X-ray, run errands for EMTC staff.	X	X	X	Varied	Daily
<b>Family Waiting Center: Critical Care(CCU), Surgery, and Surgical Intensive Care (SICU)</b>	Receive people and act as liaison between recovery room, doctor or other staff. Relieve the anxiety of family members of patients. Respect patient and family confidentiality. Provide patient room information. Assist with visitation times, prepare and serve coffee. Work as a team with other volunteer to provide visitors with quality service and satisfaction.	X		X	8:00 AM – 8:30 PM (shifts)	Daily
<b>Deliveries: Mail, Flowers, Newspapers or Magazines</b>	Options: Deliver flowers and mail to patients, employees or others. Deliver newspapers to depts. Or, option to delivery magazines to designated areas.	X		X	12 PM – 1 PM 4 PM – 5 PM	M-F
<b>Gift Shop</b>	General sales work. Good math skills necessary. Ability to assist customers with purchases.	X			M-F 9 AM – 6 PM Sat/Sun 12 PM– 4 PM	Daily
<b>Greeters/Wayfinders:</b>	Options: <ul style="list-style-type: none"> <li>• Hospital Entrance-greeting only, non-escort position. Minimal Walking.</li> <li>• ER/Radiology/Cath Lab-greet &amp; wayfinding. Walking required and pushing wheel-chair.</li> <li>• Lobby/Elevator/Info Desk-greet &amp; wayfinding. Walking required and pushing wheel-chair.</li> <li>• Patient Registration-greeting and wayfinding. Walking required and pushing wheel-chair.</li> </ul>	X	X	X	8 AM – 8 PM	Daily
<b>Hospital Education</b>	Assist with various projects regarding hospital education.			X	Varied	Varied
<b>Human Resources</b>	Clerical assistance.				Varied	M-F
<b>Information Desk</b>	Telephone, visitor and staff directions/information.	X			8:30 AM – 8 PM	Daily
<b>Laundry</b>	Cut up rags				Varied	M-F
<b>Music Services</b>	Play music for patients/visitors in unit lounge or hospital lobby.			X	As scheduled by department	Varied

<b>Department</b>	<b>Duties</b>	<b>Critical Area</b>	<b>Wheelchair</b>	<b>Patient Contact</b>	<b>Hours</b>	<b>Days</b>
<b>Nutrition Services</b>	Assist staff in cafeteria or other areas relating to food preparation.			X	As scheduled by department	M-F
<b>Organizational Learning</b>	Assist with various projects regarding hospital education.			X	Varied	Varied
<b>Patient Room Checks</b>	Visit rooms and check items such as phones, TV, etc for proper working order.			X	Varies	Varies
<b>Pharmacy</b>	Restock supplies for Pharmacy.			X	Late afternoons	M-F
<b>Regional Cancer Center</b>	Clinical and clerical duties. Deal with patients and family members.			X	8 AM – 12 PM 12 PM – 4 PM	M-F
<b>Tour Guide</b>	Conduct tours of the hospital for guests and visitors.				As scheduled by Comm. Dept.	Varied
<b>Transporter</b>	Run errands and deliver equipment, supplies, X-rays, records, etc. to various departments.	X	X	X	8 AM – 12 PM 12 PM – 4 PM 5:30 – 8:00 PM	Daily
<b>Volunteer Office Helper</b>	Clerical duties. Occasionally answer phone. Help securing volunteers for shifts and events.				Varied	M-F