



St. Mary's Volunteer Services
Office Hours:
Monday through Friday 8:00 a.m. - 4:00 p.m.

(573) 761-7000 x 4329

VOLUNTEER SERVICE AREAS

Key:

- LPC - Limited Patient Care (W/C) - Wheel Chair Pushing Required
NPC - No Patient Contact (NO W/C) - No Wheel Chair Pushing Required
PC - Patient Contact (L/W/C) - Limited Wheel Chair Pushing

LPC INFORMATION DESK (W/C) DAILY 8 a.m. - 4 p.m.

Trained volunteers work as receptionists in the Main Lobby, directing visitors and other persons to different areas of the hospital. They answer the telephone, give information, sort the patient mail, receive and deliver flowers to patients, and transport OB patients to the Labor and Delivery Department. (Two 4-hour shifts: 8 a.m. - 12 noon, 12 noon - 4 p.m.)

NPC ICU/SURGICAL INFORMATION DESK (NoW/C) Weekdays 8 a.m.- 4 p.m.

Trained volunteers serve as host and hostesses and are the liaison between the ICU, Outpatient, Recovery Room Staff, and Physicians and the families waiting. Health Center staff may ask you to help complete projects while at the desk. (Two 4-hour shifts: 8 a.m. - 12 noon, 12 noon - 4 p.m.)

PC PATIENT CARE AREAS (W/C) DAILY 8 a.m. - 8 p.m.

Volunteers pick up menus from patients, help pass food trays, give fresh water to patients, water plants/flowers, answer patient call light, make beds, deliver specimens to lab, do staff errands and discharge patients, play with pediatric patients as requested by staff. ORIENTATION REQUIRED. (Three 4-hour shifts: 8 a.m. - 12 noon, 12 noon - 4 p.m., 4 p.m. - 8 p.m., or 2 hour shifts within any of these time frames.)

PC FOODS AND NUTRITION (NO W/C) FLEXIBLE HOURS AND DAYS

Clerical duties such as filing, running labels on computer, making copies.

NPC **GIFT SHOP** (NO W/C) Weekdays 9 a.m. – 7 p.m. Weekends 11a.m. – 4 p.m.

This service is maintained for the convenience of patients, visitors and staff. The Gift Shop is operated by the St. Marys Health Center Auxiliary. Staffing is done by volunteers, with all funds being donated to St. Marys Health Center. (Three 4-hour shifts, M-F, 9 a.m. – Noon, Noon – 4 p.m., 4 p.m. – 7 p.m.) (Saturday and Sunday 11 a.m. – 4 p.m.)

PC **HOSPITALITY (COFFEE) CART** Weekdays 9 a.m.–11 a.m.& 2:30 p.m.- 4 p.m.

Volunteers provide complimentary fresh beverages to patients and visitors on a daily basis. (Two 2-hour shifts: M-F, 9 a.m. – 11 a.m. & 2:30 p.m. – 4 p.m.)

NPC **MAILINGS** (No W/C) *AS NEEDED*

Volunteers coordinate, compile, sort, and bulk mail the Auxiliary monthly newsletter, and other special mailings upon request. (AM or PM - Upon Request)

PC **MEALS ON WHEELS** (No W/C) *SECOND MONDAY OF EACH MONTH*

Meals on Wheels (a United Way Agency) provides meals five days a week to the elderly, shut-ins, and convalescents in Jefferson City. St. Marys Health Center Auxiliary provides six teams which consist of one or two members who deliver between nine and eleven meals.

PC **PHARMACY (IN HOUSE)** (No W/C) *DAILY 8 a.m. – 8 p.m.*

Volunteer will deliver items to patient care areas, and assist staff with errands. (Three 4-hour shifts: 8 a.m. – 12 noon, 12 noon – 4 p.m., and 4 p.m. – 8 p.m.)

NPC **SPECIAL FUNCTIONS** (NO W/C) *FLEXIBLE DAY AND HOURS*

Volunteer will assist with various Auxiliary fundraisers as needed. Duties will vary depending upon the nature of the function.

NPC **TRAINING AND EDUCATION** (NO W/C) *WEEKDAYS AS NEEDED*

Volunteer duties include clerical work and staff errands as needed. May need to transport a patient occasionally.

LPC REHABILITATION SERVICES (WC) WEEKDAYS – FLEXIBLE (MUST BE AT LEAST 17 YEARS OLD).

Rehabilitation volunteers interested in Physical, Occupational or Speech Therapy are placed in this department. They learn through observation while assisting Rehabilitation personnel as directed.

PC REGISTRATION (WC) DAILY – 8 a.m. – 4:30 p.m.

Volunteer will help answer telephone when registration clerk is with a patient, copy insurance cards, xerox copies, file papers, escort patients to departments and units, ask patient for signature, and monitor patient wait time. Must have good communication skills with people.

PC GREETER (WC) Monday – Friday 8 a.m. – 12 noon, and 12 noon – 4 p.m.

Volunteer will greet incoming patients and visitors, and make them feel at ease. Give prompt attention to individual patient needs. Escort to a specific testing area. ***Confidentiality of all knowledge of medical and social data must be strictly adhered to.***

NPC MEDICAL INFORMATION/RECORDS (NO W/C) Daily 8 a.m. – 5 p.m.

Clerical work as needed. Work on charts and filing. Other duties upon request of supervisor. Flexible schedule.

PC EMERGENCY DEPARTMENT/E-CARE(WC) DAILY 8 a.m. – 8 p.m.

Greet patients and their families, answer questions such as where the cafeteria is located, parking, telephones, etc. Keep family apprised on current location of patient, i.e., he/she has gone to radiology, or doctor is seeing he/she now. Offer coffee to waiting family members. Other duties as requested by staff. May also make up gurneys and run errands. Transport non-critical patients to Radiology. (Three 4 hr. shifts. 8 a.m. – 12 noon, 12 noon – 4 p.m., and 4 p.m. – 8 p.m.)

NPC QUILTING/SEWING (Busy Fingers) Wednesday 8a.m.– 3p.m. Flexible hours.

Volunteers work on quilts from the public and also on quilts for fundraising events for the Health Center. They also do special sewing projects for SMHC departments such as dietary and surgery. All money raised from this area is donated to the Health Center.

NPC TOUR GUIDE (NO W/C) Day or evening as needed.

Volunteers serve as guides for tours offered to school and community groups and new volunteers. They also participate in special events which can be a day or evening assignment.

PC **OCCUPATIONAL MEDICINE** (L/W/C) Flexible hours and days.

Clerical duties such as answering phones, making appointments, greeting patients.
Must have computer skills.

PC **HOSPICE CARE** (W/C) Flexible hours and days. 8 a.m. – 4 p.m.

Volunteers visit homes of patients, provide companionship, run errands and assist with transportation, bereavement follow-up and respite for caregivers that need a break. Also can be available to assist with office work in the Hospice office during normal business hours. *A short training course is provided.*

NPA **TRAY FAVORS** (NO W/C) Flexible and as needed basis.

Once a month volunteers construct tray favors under the guidance of the Tray Favor Chairman, for the pleasure of patients. The favors are taken to Dietary for distribution. Community groups also donate favors for the different holidays. .

NPC **MAILROOM** (NO W/C) Daily 9 a.m. – 2 p.m.

Sorting incoming mail, delivering mail to Physicians, and other areas. Assist with getting bags of mail ready to go to the clinics.

PC **PATIENT DISCHARGE** (W/C) Flexible hours.

Volunteer will assist with transporting patient by wheelchair, assist nursing personnel with discharged patients, run errands, (lab, pharmacy, x-ray, dietary, mail room, nursing and/or medical records.)

LPC **RADIOLOGY** (LW/C) DAILY 8 a.m. – 8 p.m. flexible schedule.

Clerical work and staff errands as needed. May need to transport a patient occasionally

LPC **ONCOLOGY (cancer) DEPT** (L/W/C) Daily flexible hours, 8 a.m. – 4 p.m.

Clerical work; answering phones and taking messages, greeting patients, pull and file charts, copying, and various clerical work.

LPC **EMPLOYEE HEALTH OFFICE** (NO W/C) Daily flexible hours.

Consists mostly of clerical work, making copies, filing, possibly input into the computer, assembling new employee packets.

NPC **SLEEP CENTER** (NO W/C) Daily or flexible hours.

Clerical work; answering phones and taking messages, greeting patients, pull and file charts, copying, and various clerical work.

NPC **FACILITIES OFFICE** (NO W/C) Daily 8 a.m. – 2 p.m., flexible.

Assist with keeping hospital facilities clean. Picking up trash from hospital grounds, pulling weeds, and grounds maintenance.
