

# Volunteer Opportunities at Dublin Methodist Hospital

**Clerical Assistant** – Support staff in Volunteer Services Department by answering phones, checking and returning voicemail, helping new volunteers with the online application process and other duties as assigned

**Emergency Department** – Act as an advocate for patients making sure they have plenty of blankets, pillows, etc.; stock linens and supplies as directed by ED staff; must complete health assessment

**ED Triage** – Serve as the first point of contact for patients in ED waiting area; make and answer phone calls for physicians – must be 18 years or older, must have health assessment

**Inpatient Rounding** – Visit with patients on each unit, assist with stocking supplies in each room, use outlined questionnaire to gain specific information, record responses by taking notes then prepare a more detailed report of specific comments needing attention by staff

**Magazine & Book Cart** – Interact with patients while providing reading material; label magazines and books and organize for storage in cabinet

**Mother-Infant/NSCU** – Stock supplies in patient rooms, help with labeling, assist with clerical duties as needed, interact with mothers and babies and rock or comfort babies as needed – must be 18 years or older, must complete health assessment

**Navigator** – Assist organizational liaisons with greeting customers; escort customers to proper destination; deliver flowers to patients as needed

**Nurse Server** – Stock patient rooms with necessary items, stock nurse server supply carts

**Packet Pal** – Filing, collating and other duties as assigned; may be asked to copy, fax, or shred

**Patient Transport Assistant** – Assist patient care staff with patient transportation, including pushing/steering beds

**Radiology Assistant** – Provide service to radiology technicians, escort patients to dressing rooms and treatment areas, serve as a distraction to patients who may be undergoing difficult procedures – must be 18 years or older

**Radiology Greeter** – Act as the first point of contact for patients in X-Ray waiting as well as Heart & Lung waiting areas; keep patients apprised of wait times and serve as a portal for communication between patient and staff

**Surgery Unit Escort & Liaison** – Escort patient and families to proper areas including pre-surgical and post-surgical units, communicate wait times as necessary

**Wheelchair Warrior** – Inspect wheelchairs and repair features as necessary

**Women's Services Greeter** – Greet families and patients, communicate wait times as necessary, answer phones as needed