



## **HOME HEALTH UNITED HOSPICE VOLUNTEER JOB DESCRIPTION**

### **JOB SUMMARY:**

Hospice Volunteers provide a valuable service to Home Health United's Hospice Program. As a member of the Hospice Program, Hospice Volunteers provide services to individuals and families with terminal illness and/or provide administrative support to the Hospice Program.

### **DUTIES AND RESPONSIBILITIES:**

#### **Direct Service Volunteer Position Duties:**

- Sits and visits with patients and provides companionship and support. May read to patients, assist with letter writing, or perform other tasks to support the patient.
- Reports pertinent observations and reactions regarding changes in patient status to the appropriate staff person.
- Provides respite to families. Assists with running errands, meal preparation, light housekeeping chores, transportation and other tasks.
- Document visits to the unit of care. This documentation will occur on a Volunteer Visit Note, and will be given to the Volunteer Coordinator.
- Maintain close contact with the Volunteer Coordinator and hospice staff.
- Advise Volunteer Coordinator ASAP if unable to make visit.

#### **Administrative Support Volunteer Position Duties:**

- Copies and collates materials.
- Assists with outgoing mailings.
- Performs routine typing. Assists with correspondence.
- Assists with organizing and staffing Hospice events and activities. Makes calls to solicit support or funding for events.
- Sort and preparing mailing materials.
- Advise Volunteer Coordinator ASAP if unable to come in the office.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Demonstrated knowledge of Home Health United's Hospice Program's mission, goals, and services.
- Ability to communicate with the terminally ill and their families in a helpful way, including skills for relating to denial and anger as well as sadness and helplessness.
- Ability to maintain confidentiality of information and protect the rights of the members of the unit of care.
- Ability to listen without imposing one's own spiritual, religious, social and/or political values and beliefs.

## Hospice Program Volunteer

- Ability to work independently and as part of a team.
- Ability to attend scheduled in-services and training.

### **REQUIREMENTS:**

- A commitment of a minimum of one year service, 1-4 hours per week when assigned.
- Successful completion of Home Health United's Hospice Volunteer training program.
- Successful completion of the Company's annual OSHA training.
- Successful completion of annual performance evaluation.

### **Additional Requirements for direct patient contact positions:**

- Must maintain a valid Wisconsin driver's license and good driving record.
- Must maintain proof of current auto insurance and access to a car in good working condition.
- TB testing (required).
- Hepatitis B vaccine or declination (optional)
- Have experienced no significant loss in the past six months and not actively grieving the death of someone close.

### **VOLUNTEER COMMITMENT:**

Hospice Volunteers are asked to renew their commitment to the Hospice Program annually. The Volunteer will meet individually with the Volunteer Coordinator to evaluate their continued commitment as a Hospice Volunteer for the coming year.

I have read and understand the above job description and agree to abide by the policies set for by Home Health United Hospice.

\_\_\_\_\_  
Volunteer Printed Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date