

Arkansas Valley Hospice

Auxiliary Volunteer

Position Description:

Hospice Volunteers provide a valuable service to Arkansas Valley Hospice, Inc. As a volunteer of the Hospice program, Hospice Volunteers provide services to individuals and families with terminal illness. A Hospice Volunteer may also provide indirect care by assisting with Hospice administration as assigned.

Qualifications:

1. Be at least 18 years of age
2. Have access to transportation and automobile insurance.
3. Complete Hospice Volunteer orientation
4. Be able to receive training through supervision, in-service, and meetings
5. Able to receive supervision from the Volunteer Coordinator or other staff.
6. Ability to work independently and as part of a team.
7. Have experienced no significant loss in the past year and not be actively grieving the death of someone close.
8. Be able to listen openly, calmly, and willingly without imposing the Volunteer's own spiritual, social and/or political values or beliefs.
9. Be able to set limits with others and are aware of their own boundaries.
10. Commit to a year of service unless a student.
11. Knowledge of Arkansas Valley Hospice, Inc.'s mission, philosophy, goals, and services.
12. Ability to maintain confidentiality of information and protect the rights of the members of the unit of care.

Duties & Responsibilities:

1. Sit with patients to provide companionship and support.
2. Reports pertinent observations and reactions regarding changes in patient status to the Volunteer Coordinator.
3. Provides respite to families/caregivers.
4. Document visits on a Volunteer Contact Log and return the log to Volunteer Coordinator within three (3) business days of visit.
5. Maintain close contact with the Volunteer Coordinator and Hospice staff.
6. Notify Volunteer Coordinator as soon as possible if unable to make visit.
7. Assist with administration duties as assigned.
8. Assist with other duties as assigned by Volunteer Coordinator or Hospice staff.

Volunteer Commitment:

Hospice Volunteers are asked to renew their commitment to the Hospice Program annually. The Volunteer will meet individually with the Volunteer Coordinator and a participant of the management team to evaluate their continued commitment as a Hospice Volunteer for the coming year if the volunteer coordinator or members of the management staff for see an issue in renewal. A volunteer may choose to resign at anytime simply by a written notice to the volunteer coordinator.

I have read and understand the above job description and agree to abide by the policies set for by Arkansas Valley Hospice, Inc.

Volunteer Printed Name

Volunteer Signature

Date

Volunteer Coordinator Printed Name

Volunteer Coordinator Signature

Date

Management Team Printed Name

Management Team Signature

Date