

## Volunteer Position Description

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### Job Titles

Activity Aide / Secretarial Aide / Greeter / Gardener / Spiritual Aide

### Activity Aide – Purpose and Tasks

The Activity Aide contributes to the delivery of quality primary healthcare by his / her involvement with our patients/residents. He/she helps them to enjoy a more fulfilling lifestyle.

Tasks	
Play cards, games Do puzzles Help with activities: <ul style="list-style-type: none"> <li>➤ Bingo</li> <li>➤ Crafts</li> <li>➤ Concerts</li> <li>➤ Teas</li> <li>➤ Out of facility activities (i.e. Trip to Museum)</li> </ul> Special events (Christmas)	Movie Night Read to residents Visit with residents One-to-one relationships with residents Organize special activities Take residents out for walks inside & outside Help wheel residents to and from the dining room

### Secretarial Aide – Purpose and Tasks

The Secretarial Aide provides administrative support to various departments while learning new skills.

Tasks
<ul style="list-style-type: none"> <li>➤ Photocopy</li> <li>➤ Collate</li> <li>➤ Filing</li> <li>➤ Update bulletin boards</li> <li>➤ Other administrative tasks as required</li> </ul>

## Hospital Greeter - Purpose and Tasks

The Hospital Greeter meets the general public upon entering the facility. He/she is there if visitors have a question or need assistance reaching a department. He/she will help the visitor/patient feel more comfortable finding his/her way around the hospital.

Tasks
<ul style="list-style-type: none"><li>➤ Welcome the public</li><li>➤ Give directions</li><li>➤ Assist in the lab with specimen container assembly</li><li>➤ Pick up files from Health Records for ER as required</li><li>➤ Ensure that hospital policies restricting visits are respected</li></ul>

## Gardener – Purpose and Tasks

The Gardener helps maintain the flower planters of the hospital thereby creating an attractive physical environment.

Tasks
<ul style="list-style-type: none"><li>➤ Weed garden</li><li>➤ Water outdoor plants</li><li>➤ Water indoor plants in Main Lounge</li></ul>

## Spiritual Aide – Purpose and Tasks

### Thursday mass / Sunday communion

The Volunteer helps contribute to the spiritual wellbeing of our residents.

Tasks
<ul style="list-style-type: none"><li>➤ Help in the preparations for mass</li><li>➤ Assemble chairs</li><li>➤ Prepare altar</li><li>➤ Read scriptures</li><li>➤ Assist residents/patients to attend mass</li><li>➤ Escort residents to mass (via wheel chair)</li><li>➤ Distribute communion on Sundays</li></ul>

## Location

Pavilion in Long Term Care Unit (LTC); Continuing Care patient rooms; Main Lounge; Human Resource Office; Administrative Offices.

## Length of Appointment / Time Commitment

The volunteer can provide support in the morning, afternoon, evenings or weekends and selects the day and time suitable to him/her.

## **Requirements**

Must be 14 years of age (consent from parent)

Original Criminal Record Check with Vulnerable Sector Check (less than 6 months old)

Immunization record

Able to interact with residents and hospital staff

Oath of confidentiality

Reliable attendance

Record volunteer hours in green binder in volunteer closet

## **Benefits**

Opportunity to make new friends

Feel sense of personal satisfaction

Make a difference in someone's life

Improve your job opportunities

Explore your own strengths

Parking tokens

Free beverage

Meal ticket

Participate in Health & Safety Week Activities

Traditional holiday banquet

Volunteer Week Recognition

Reference letter supplied upon request

## **Orientation / Training / Feedback**

General orientation is scheduled on Wednesdays. Health & Safety training is provided.

The HR Assistant is available on a regular basis to answer questions and provide assistance as required – **Raina Pilon 705-753-3110 ext. 297**