

**MON GENERAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: "PathFinder"
DEPARTMENT: Volunteer Services
REPORTS TO: Director of Volunteer Services

Placement Summary: "PathFinder" will escort customers (way-find) to needed locations throughout the hospital and physicians' offices. *If requested additional duties include... "PathFinder" will pick up samples from OR and Ortho Center every hour from 9a-4p. and deliver to lab in emergency situations and will proper training on spills and or contamination).*

Duties and Responsibilities:

1. Carry and answer phone, answer promptly and respond immediately as able
2. Greet individual and introduce self to set person and ease and build rapport
3. Physically walk or wheel individuals to location
4. *Pick up and delivery samples to lab if necessary*

Training Required:

1. Hospital layout
2. wheel chair training
3. operation of phone and etiquette
4. How to transport and sign out samples
5. *Drop off location of samples and spills or contamination if necessary*

Qualifications:

1. Have excellent communication skills; be confident and able to converse with ease.
2. Friendly, smiling and courteous individual
3. operate wheel chair appropriately
4. Able to be on feet and walking 4.5 hours a shift
5. knowledgeable of hospital layout
6. *Caring case for samples, spills and contamination.*
7. able to read and write legibly

DVS Signature and Date

Department Signature and Date

02/09/10