

**MONONGALIA GENERAL HOSPITAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTIONS**

TITLE: Patient Visitor Volunteer
DEPARTMENT: Volunteer Services
REPORTS TO: Director of Volunteer Services/ Unit Director/Manager

Placement Summary:

The volunteer is responsible for welcoming and orientating patients to MGH /unit by visiting and talking to patient and their families.

Duties and Responsibilities:

1. Check in with unit clerk to obtain visitation list.
2. Request permission by patient to visit.
3. Review admission folder, physicians, white board, meals, bed/TV/call bell remote, phone, visitation, etc.

Training Required:

1. Volunteer Orientation
2. Orientation of the unit
3. Training with senior Patient Visitor Volunteer
4. Communicating concerns promptly and appropriately.

Qualifications:

Must be a minimum of 18 years of age. Ability to work as a team, courteous, mature, self-directed, outgoing and friendly, compassionate, good listening skills, positive attitude, and the ability to follow directions.

DVS Signature and Date

Department Signature and Date