



Foothills Country Hospice Upcoming Volunteer Opportunities

The following is a brief summary of upcoming volunteer opportunities. More detailed job descriptions are being developed so duties will change from time-to-time.

The Volunteer Coordinator is responsible for the initial recruitment and screening of volunteers; planning development, assessment and recognition processes for volunteers; and for being a volunteer advocate. Day-to-day supervision will come from the staff or committee members which the volunteer supports.

For more information contact Anne Bouscal at (403)995-4673 x202 or at volunteercoordinator@countryhospice.org.



1. **Reception**—first contact with callers, patients, families, and visitors. Answering phones, logging visitors, possible clerical work. Reports to hospice management team.
2. **Clerical/admin**—typing, filing, special projects (commemorative scrapbook). Reports to hospice management team.
3. **Patient/family orientation tours**—introducing prospective and new patients and their families to the hospice home, staff and volunteers. Reports to hospice management team.
4. **Direct patient support**—"being present", listening, reading, helping with personal grooming, cutting up food, reporting patient/family-related concerns to staff, distributing snacks from food/beverage cart as scheduled. Reports to clinical management team.
5. **Patient errands**—may include picking up grooming supplies, washing patient's personal laundry, driving visitors to and from hospice, or other tasks as approved by Volunteer Coordinator and as requested by or on behalf of patient. Drivers require clean driver's abstract and proof of insurance (\$2million liability and endorsement to carry passengers). Reports to hospice management team.
6. **Fund-raising**—participate or spearhead fund-raising events on behalf of hospice. Reports to fund development committee.
7. **Landscaping** (spring 2008)—assists with completing new landscaping and ongoing maintenance. May include planting, pruning, weeding, etc. as directed. Reports to landscaping committee.
8. **Housekeeping**—could include kitchen laundry, linen and towels, dusting, vacuuming, sweeping snow away from doors. Reports to hospice House Manager/Housekeeper.
9. **Kitchen assistance**—could include food preparation (chopping, mixing), snack/meal preparation, kitchen/dining area/coffee station restocking, distributing snacks/meals and kitchen clean-up. May require food safety training. Reports to hospice Chef.
10. **Equipment cleaning**—items such as wheelchairs, lifts, etc. need to be cleaned and disinfected after use. Reports to clinical management team.

