



# MedStar Health

## Hospice of St. Mary's Administrative Volunteer Position Description

### Organizational relationship:

A member of the volunteer program with responsibility to that program. Works under the direction of the Volunteer Coordinator and is supervised by the supervisor of the area assigned.

### Purpose of position:

Responsible for providing clerical assistance to the Hospice staff as designated by the area supervisor (*Business Office, Volunteer Office, Social Services, Bereavement*).

- Completion of application, screening interview, Hospice orientation and department orientation.
- Realistic goals for his/her involvement in the Hospice program that are compatible with the goals and needs of Hospice.
- Evidence of commitment to the Hospice program.
- Verbalizes willingness to work as a member of a team.
- Respect for patient/family belief systems.
- Agreement to follow rules of confidentiality.
- Clerical skill experience or a willingness to learn necessary skills.
- Reliability and punctuality.
- Attends mandatory education in-services.
- Provides accurate, timely, and objective documentation on each Hospice volunteer activity.

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Volunteer signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Hospice staff signature

\_\_\_\_\_  
Date