



## **Rehabilitation Services Volunteer Responsibilities**

Hours of Operation:  
Report to:

8:00am-4:30pm, Monday through Friday  
Rehabilitation Manager, 502- 1441  
and Director of Rehabilitation Services, 502-1410

### **Responsibilities of Rehabilitation (Occupational/Physical Therapy) Volunteer can include:**

1. Observation of Therapist duties- Volunteers should not be allowed any hands-on care of patients
2. Cleaning of equipment as directed and supervised by therapist
3. Assists therapist in non-clinical activities, i.e. bringing supplies to areas of need, copying reports
4. Transporting patients to and from therapy
5. Making and Filing of patient charts
6. Aiding IP rehab patients with room needs, including pillows, blankets, meal assistance (no feeding)
7. Answer phone, direct caller to appropriate person(s)
8. Direct patient/visitor to other areas of hospital
9. Filing of patient reports in patient chart
10. Assisting in all other clerical duties when deemed necessary

### **Supervision and training**

The Manager of Rehabilitation Services, will be your direct contact. Also any of the Rehabilitation Services staff will be happy to help you with anything you may need. A member of the Rehab staff may be assigned to oversee training and supervision. Orientation will take place the first day you start, including:

1. Orientation to the department and introduction to Rehab staff
2. Departmental layout and function of the department within the Medical Center
3. Age-specific and age sensitivity training for the department
4. Customer Service- patient privacy and confidentiality
5. Location of equipment - There will also be a brief overview of the equipment and supplies located in the department
6. Training on equipment (depending on time, this may be done on next day volunteer works)
7. Review patient charts (layout, supplies needed in making patient chart)
8. Training of hospital phone system if needed
9. Location and organization of patient charts

### **Qualifications**

Individual in this position should familiarize themselves with the layout of the hospital. Good vision, physical dexterity for light lifting, as well as ability to stand for short periods of time. Some knowledge of computer would be helpful (but not required). The ideal candidate will have a pleasant, upbeat and outgoing personality, team player a must, and the flexibility to adjust to task assignments as needed.

**Age of Population served** Neonate, Infant, Pediatric, Adolescent, Adult, and Geriatric

### **Evaluations**

Volunteers will be evaluated (verbally) by their direct supervisor, in conjunction with the DVS, after one month of service, then evaluated (verbally) yearly at the discretion of the DVS. Supervisors will complete a (written) competency checklist as a means of evaluating the volunteer once every three years. Likewise, volunteers will complete a verbal evaluation of their responsibilities after one month of service, then yearly at the discretion of the DVS. To better meet the needs of the volunteer, evaluation remarks by the volunteer may be shared with their departmental supervisor by the DVS.