

2011 Stormont-Vail HealthCare Summer Youth Program Volunteer Opportunities

Youth volunteers are expected to work a full shift in the area they are assigned and need to plan their summer schedule and transportation accordingly. All volunteer openings are Monday through Friday, unless noted. Exceptions to these times are also given.

Morning shift - 8:00 am-12 noon
Afternoon shift - 12 noon- 4:00 pm
Evening shift - 4:00 - 7:00 pm

SUPPORT SERVICES

Building Blocks Daycare Center

Monday thru Friday - 9 am-12 noon & 3:00 - 5:30 pm

This is a great opportunity for teens who love working with children. Maturity is essential as the volunteer is a role model for the children. You will interact with the children by reading stories, assisting them in art projects, rocking them (the younger ones), and being their friend. Additional requirements to volunteer in this area include **two** references, a health form signed by personal physician, (separate from Stormont-Vail's health form requirement) and a KBI check. These forms are mailed to the applicant upon placement at Building Blocks. **All new volunteers to Building Blocks will need to attend a mandatory orientation scheduled Wednesday, May 18, 2011 at 4:00 pm at Building Blocks.**

Qualifications: **Minimum age requirement is 14.** Childcare experience is necessary and you need to be a self-starter with patience and enjoy working with children.

Central Supply

Monday, Wednesday, Friday; 12:00 – 4:00pm

You will assist with placing patient charge stickers on products and occasionally help fill product on shelves. If you like to stay busy, this is the department for you.

Qualifications: Must be friendly, accurate and a detailed worker.

Clinical Research Center – 823 Mulvane

Afternoon shift only, Tues. Wed. or Thurs.

You will assist with the various duties of the clinical research center including: delivering documents to various locations in the hospital and clinic, assembling materials, organizing supplies, and other clerical duties.

Qualifications: Friendly person who appreciates being challenged, organizing materials, working with a small group of people, meeting the public and having a great attitude!

Office Assistants -

Departments in the Health Services/Medical Services Division

Morning/Afternoon shifts

Clerical and office assistant opportunities are available in a variety of departments. Duties range from filing, collating, stapling and sorting to answering telephones, shredding, running errands, and assisting with the mail. This is an excellent learning and skills development opportunity. Departments include: Pain Management Clinic, MSD Business Office, Surgery Administration, and Patient Financial Services.

Qualifications: Task-oriented worker with organizational skills and a friendly attitude. Must work well with others and be willing to learn new skills.

PACU

10am – 2pm – Friday only

Help staff with transporting patients, restocking supplies, getting blankets for patients, answering the phone and running errands. No uniform is required, scrubs are furnished by the hospital.

Qualifications: **Minimum age requirement is 16.** Need to have good people skills, be energetic and like to be on the move!

Patient Room Service

10:00 am – 2:00 pm some Wednesday thru Fridays

You will bring a little bit of cheer to patients as you deliver a small gift to the newly admitted patients. You will be delivering the e-mails that patients receive via the Stormont-Vail website and delivering magazines to patients and to waiting rooms in the medical center.

Qualifications: Friendly, outgoing person with a smile on your face.

Pharmacy

Monday thru Friday am

You will assist the pharmacy staff by helping to put away orders, place doses back in correct places, some clerical support and general duties as assigned by the staff.

Qualifications: Responsible, accurate, math skills, attention to detail.

Print Shop

Monday, Wednesday & Friday pm

Volunteers will perform errands for staff and deliver completed print jobs to departments.

Qualifications: Able to lift up to 50 pounds, have good motor skills, and eager to learn.

Radiology CT

Morning/Afternoon/Evening shifts

Volunteers take patients to and from waiting areas or registration and perform errands. You will also retrieve folders from the film file, and gather films for the radiologists.

Qualifications: Good verbal skills with staff and patients, and ability to take directions.

Receiving

Monday, Wednesday & Friday/12noon-4:00pm

Volunteers will help deliver packages throughout the medical center.

Qualifications: Able to lift up to 50 pounds, have good motor skills, and eager to learn.

Surgery

Substitute (when needed) 8:30 am – 2:30pm

This is an interesting place that is filled with activity. You will run errands and transport supplies and patient-related materials. In addition, you will relieve the Surgical Waiting Room volunteer for breaks and lunch. It's a great way to help others while getting in some walking.

Qualifications: **Minimum age requirement is 16.** Need to have good people skills, be energetic and like to be on the move!

Transportation

Morning/Afternoon/Evening shift, 7 days/week

Tasks include transporting items that need to be moved from one place to the other within the health center.

Qualifications: Friendly attitude with a lot of energy. Good customer service skills, able to follow directions and can work independently.

PATIENT CONTACT**Digestive Health Center – 720 SW Lane**

Monday thru Friday – Morning shift

You will deliver snacks to patients, provide wheelchair assistance for dismissals and other errands as necessary.

Qualifications: Must be mature, outgoing and friendly and physically able to push patients in wheelchairs.

Emergency

Morning/Afternoon/Evening shift, 7 days/week

You will assist the staff in escorting patients to an exam room, transporting patients to Radiology, stock supplies, and make beds, assist in the registration area and put together forms and charts.

Qualifications: Minimum age requirement is 16. Friendly person who enjoys meeting the public.

Kansas Occupational Sports Medicine

Monday - Friday, AM or PM

This volunteer will help KOSM staff assist patients with completing forms, direct patients to specific areas, prepare exam rooms and basic clerical assignments. Requires walking, bending and sitting.

Patient Care Services (Nursing Units)

Morning/Afternoon Shift

Assist patient care staff in providing support to patients and their families by becoming a helper on one of our patient care units. Duties vary by unit, but may include providing companionship, delivering mail and caring for flowers, accompanying patients to radiology and on other trips throughout the health center, answering call lights, and assisting nursing staff with basic patient care. If you are friendly and mature, sensitive to the needs of others, and have a sincere desire to be of service, consider this opportunity for person-to-person contact in a patient care setting.

Other qualifications: **Minimum age is 14.** Need to have good communication skills, phone etiquette, be independent and have a willingness to learn.

The following patient care units have indicated an interest in working with youth volunteers this summer:

- 3 West – Spine Center
- 5 North - Telemetry
- 6 North - Oncology, diabetes, general medical
- 7 North - Progressive care (medical telemetry unit)
- 6 West – Senior Diagnostic Unit – visit with elderly patients, help with group activities
- 3 & 4 Pavilion - Medical

Perioperative Services

Morning/afternoon/evening shifts

This is the area where patients are prepared for surgery. You will assist staff with running errands, stocking supplies, providing nourishments to outpatients prior to dismissal, helping with dismissals.

Qualifications: Eager to help, ability to follow instructions.

Rehabilitation Services – 10th & Gage, Fleming Place

Morning/afternoon shifts

You will be assisting staff to schedule patients, assist with clerical tasks, and help keep the treatment areas ready for use.

Qualifications: Be able to interact with patients, self-motivated and computer skills are required.

PUBLIC CONTACT**Breastfeeding Clinic**

9:45 am-12:30 pm Mon., - Fri. - 9:15 am – 11 am Saturday

Volunteers are utilized in this very busy clinic by greeting mothers as they arrive at the clinic, weighing the newborn babies, providing clerical support, i.e., assembling educational materials, answering telephone, faxing, etc.

Qualifications: Must be mature, patient, a good listener, compassionate, take initiative, and an individual that is comfortable with babies and mothers.

Customer Resource Center

8:00am-12:15pm & 12:15-4pm – Monday thru Friday & some weekend shifts

Volunteers in this important public relations position greet patients, families and visitors at our two main entrances, provide room numbers, give directions to services within the health center, provide wheelchair escorts, and answer telephone calls. No day is ever the same – a challenging, interesting and enlightening place to work.

Qualifications: Friendly, outgoing and mature and a willingness to help others.

Gift Shop

Mon. – Fri. variable shifts – Sat. 9:30am-3:30pm & Sun. 1-5pm

In this very busy shop, duties include pricing merchandise, restocking, delivering flowers to patient rooms, and assisting customers.

Qualifications: Friendly, outgoing, ability to take direction, and eager to work.

Lobby Ambassadors

Morning/afternoon shifts

Do you like to meet and greet people? This important and visible position allows you to use your customer service skills to make visitors feel welcome and more at ease as you greet them and offer assistance. As customers enter the health center you will help those who need additional assistance, i.e., wheelchair escorts, help with an overnight bag, or offer directions to a particular location. You may also help with patient dismissals.

Qualifications: Very friendly, outgoing, and willingness to help others.

Registration

Wed., & Fri. pm

You will have the opportunity to greet as visitors arrive at the health center and escort them to their appropriate destination upon admission. You may also assist the staff in assembling packets and performing some data entry.

Qualifications: Friendly person who enjoys meeting the public. Conducts themselves in a professional manner. Takes direction well.

The Food Connection

Morning/afternoon/evening shifts

Duties include greeting visitors, delivering food orders, keeping tables clean and clear of dishes, and replenishing condiments.

Qualifications: Needs to be friendly, outgoing and eager to work.

Special Assignments

Special Projects

Variable

Throughout the summer, departments have special one-time assignments to be completed. Examples of these projects are new phone book delivery, Gideon bible distribution to patient rooms, mailings, etc. If you are interested in helping with projects on an on-call basis, please indicate on your placement sheet.

Day Captain

Morning/afternoon shifts, Monday thru Friday

This is an excellent opportunity for youth who want to develop leadership skills. Basic responsibilities include assisting new youth volunteers on their first day, conducting rounds in the areas where volunteers are working and providing feedback to the Volunteer Services staff regarding concerns, successes, etc. May also provide intermittent coverage for customer resource centers. May participate as a member of the summer recognition planning committee, assist the tracking/data entry of youth volunteer hours, and spend lunchtime (whenever possible) with other youth volunteers.

Qualifications: You need to have volunteered at least one summer or during one school year and have accumulated a total of 32 hours of service.

Demonstrate good listening skills, the ability to work well with co-volunteers and department staff. A good role model, friendly, dependable and have an interest in helping others.

Note: This placement can be in addition to another volunteer assignment.

Youth Newsletter Assistant

Variable

This position would assist the newsletter editor in developing a youth section for the monthly volunteer newsletter – The Voice – submitting articles for publication and offering suggestions to the overall production of the monthly newsletter.

Qualifications: Have an interest in interviewing and writing articles.

Photographer

Variable

Take pictures of various activities for the monthly newsletter. Camera is provided.

Qualifications: Have an interest in photography.

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