

# OPPORTUNITIES FOR VOLUNTEERS

**Nursing Floors** – includes **The Women & Children’s Center (2<sup>nd</sup>)**, **General Medical/Telemetry Floor (3<sup>rd</sup>)** or **Surgery Floor (4<sup>th</sup>)** – You will be able to perform tasks such as answer call bell, set up clean rooms, replace basic patient items, run errands, deliver mail, deliver meal trays, assemble new charts, water flowers, transport by wheelchair. Need is basically 8:00 am-7:00 pm, seven days a week. 3<sup>rd</sup> and 4<sup>th</sup> Floors need is as early as possible. (6:00 am – 9:00 pm.)

**Critical Care Unit (3<sup>rd</sup> floor)** – Assist in the family reception rooms, answer phones, call bells, visit patients or read mail to patients, assist with stocking supplies, transporting mail, clerical work, assemble admission packets, run errands, assist manager of Critical Care.

**Day Surgery Center** – clerical duties, answer phones, patient escort, assist with reception area, assist with keeping families updated on patients. Monday – Friday, 7:00 am & 8:00 pm.

**Diabetes Center** – clerical duties with telephone skills, M-F, file, make copies, 9:00 am – 5:00 pm.

**Emergency Department** – Very fast paced environment includes nursing and clerical areas, answer call bells, stock linens and supplies, assist patients out of their car at the entrance and run errands. Seven day a week, available hours 7:00 am – 10:00 pm.

**Endoscopy Department and Endo Center** - assemble packets, make copies, assist with transporting patients to vehicle. M-F, 8:00 am - 4:00pm.

**Environmental Services** – assist with folding linen, assist with linen deliveries and run errands, patient survey. Monday – Friday, 8:00 am – 3:00 pm.

**Gift Shop** – preparing balloons, operating cash register, gift wrap, prepare merchandise for display, Hours varies 8:00 am – 7:30 pm & weekends 12:00 pm – 4:00 pm.

**Greeter** – assist visitors and family members to destinations, assist Guest Services, deliver flowers, cards, etc.

**Jesse Helms Nursing Center** – Answer phones, assist staff, Patient-centered activities, visit with residents, distribute newspaper to patients, etc. M-F, S-S. 7:30 am – 8:00 pm

**Materials Management** – stock room, clerical duties, file, answer phones, assist with stock, check expiration dates. M-F 8:00 am – 5:00 pm

**Newspaper Delivery** – deliver papers to each patient room Wednesday, Friday and Sunday. Requires about 1 hour to complete which begins early in the morning. W and F 8:00 am ; Sunday 9:00 am.

**Operating Room** – assist supply room staff. Morning or afternoon hours available.

**Outpatient Registration** – (Admitting, ER and OP registration) Assist at the greeter desk with patients who are registering, assist patients to their rooms in the ED from triage, assemble packets, run errands, escort/direct patients, light clerical, assist in the reception area – 8:00 am – 5:00 pm.

**Rehabilitative Services** – assist staff with patients, light clerical with good telephone skills, errands, file reports and folders, weekdays 8am & 4pm.

**Southeast Pain Center** – clerical duties, filing, answer phones, restock supplies in patient rooms, assist in the waiting room with magazines and educational material. Hours needed are M-F, 8:30 am – 5:00 pm.

**Art Therapy** – help provide an exceptional patient experience through Art. Coloring, painting, and crafting with our pediatric and adult population. Mon- Fri 8:00- 5:00pm.

**Pet Therapy** – Dogs who have been trained, along with their owners/handlers, to provide supervised animal assisted activities/therapy to patients in the hospital or other treatment sites. Mon-Fri 8:00am- 5:00pm.