

Job Description / Performance Evaluation

Title: Volunteer

Volunteer Evaluation

Volunteer Self Evaluation

Job Summary:

Primary function is to provide assistance and support without compensation to hospice patient/family/hospice team. May attend IDT conferences as appropriate.

Job Classification: Clinical

Lines of Authority: Reports to the Volunteer Coordinator

Job Qualifications:

Education: High School Diploma, preferred

Licensure: Must have current drivers license if providing direct patient care. Professional Volunteers must meet requirements of specific licensure rules.

Skills: Must be able to read and write in English and follow written and verbal instructions in English effectively. Demonstrates interest in the welfare of ill and elderly.

Transportation: Reliable transportation. Valid and current auto liability insurance if providing direct patient care.

Criminal History: Must agree to and pass a criminal history check (for direct care volunteers).

Environmental and Working Conditions:

Patient's home - various conditions; possible exposure to blood and bodily fluids and infectious diseases; ability to work flexible schedule; ability to travel locally; some exposure to unpleasant weather. Must have Hepatitis acceptance/declination.

Office - routine office environment, Noise level may be moderately high, ability to work a flexible schedule

Physical and Mental Effort:

Prolonged standing and walking required. Occasional need to lift, pull, carry and push items. Frequent need to stoop, kneel and reach while accessing files Requires working under some stressful conditions to meet deadlines, to identify patient needs, to make quick decisions and meet patient/family needs. Requires hand-eye coordination and manual dexterity.

Essential Functions:

Evaluation

Direct Patient Care	
Provide direct care/companionship to patient, reporting any changes to hospice staff.	
Provide preparation of meals or assist with household chores..	
Provide a clean, safe and comfortable patient environment.	
Promote positive, supportive, respectful communication and respite to patient/family.	
Provide an environment which promotes respect for patient, privacy and property.	
Administrative Support	
Provide clerical support to office staff.	
Participate in special projects/fund raisers.	
Professional volunteer	
Provide services according to the rules and standard of practice of their respective disciplines.	

Statement of Understanding: I have read the above job description and essential functions. I understand and agree to carry out these responsibilities as assigned. I understand and acknowledge that nothing contained in this job description may be construed as limiting the employer's right to discipline or terminate my employment at any time for failure to perform satisfactorily.

Employee Signature: _____ **Date:** _____

Employer Signature: _____ **Date:** _____

(For Job Description)

Evaluation Codes: 1-Does not meet job requirements/expectations 2-Occasionally meets job requirement

3-Normally meets job requirements 4-Meets and occasionally exceeds job requirements 5-Regularly exceeds job requirements

Performance Evaluation Addendum

90 Day

Annual

Date On Site Supervisory Visit Completed: _____ (form attached).

Comments/Goals Met or Not Met for this evaluation period: _____

Employer/Volunteer Mutual Goals set for the next evaluation period: _____

Volunteer Comments/Response: _____

Volunteer Signature: _____ **Date:** _____
(For Employer Evaluation / Volunteer Self Evaluation)

Evaluator/Title: _____ **Date:** _____