

## Hospice of the Piedmont | Hospice of Randolph

Job Title: Bereavement Volunteer	Job Code: N/A
Department: Volunteer	Supervisor: Bereavement Counselor/Volunteer Coordinator
Revision Date: 7/19, 1/21	Fair Labor Standards Act (FLSA):

### Volunteer Agreement

I attest that I meet the qualifications as outlined in the General Qualifications and Patient/Family Volunteer Qualifications of Hospice of the Piedmont, Inc. and have completed volunteer training. I will make a minimum one-year commitment to the agency as a Bereavement Volunteer.

### Essential Job Functions

- Provide supportive interventions to assigned patients and families by utilizing empathetic listening skills.
- Work alongside bereavement counselors in supporting patient families via phone, cards, etc.
- Complete documentation in Electronic Health Record as directed.
- Assist with preparing mailings, filing documents, and assisting with support groups.
- Attend/ complete continuing education programs and volunteer events on a regular basis as required.
- Document all activity and time involved within 48 hours.
- Report relevant information to the Volunteer Coordinator to be shared at interdisciplinary team meetings.
- Maintains patient confidentiality.

### Other

- I will work with the volunteer coordinator to be adequately prepared for any assignment given.
- I will communicate with him/her, (and/or other agency staff as indicated), on a regular basis, to maintain and ensure quality and completeness in any assigned task.
- I will update him/her regarding any changes in my availability.
- I will participate in competency assessments and performance evaluations as outlined in the Volunteer Policy.
- I accept the agency's right to counsel me or possibly dismiss me from the program due to poor attendance and/or poor performance.

NOTE: This job description is not intended to be all-inclusive. Volunteers may perform other related duties as negotiated to meet the ongoing needs of the organization.