

## Hospice of the Piedmont | Hospice of Randolph

Job Title: HHP/RHH Front Desk Volunteer	Job Code: N/A
Department: Volunteer	Supervisor: 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 for Volunteers of Hospice of the Piedmont, Inc. and have completed volunteer training. I will make a minimum one-year commitment to the agency as a Hospice Home at High Point/Randolph Hospice House Front Desk Volunteer.

### Essential Job Functions

- Participate in the operations of the Hospice Home at High Point/ Randolph Hospice House Front Desk.
- Greets guests entering the building and assist them in finding loved one's room or Team Station.
- Tidy up kitchen and put out snacks if needed.
- Keep census sheet hidden or folded at all times. Please shred it at the completion of your shift.
- Assist medical supplies staff with assigned tasks.
- Attend/ complete continuing education programs and volunteer events on a regular basis as required.
- Document all activity and time involved within 48 hours.

### 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 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.