



## **VOLUNTEER SERVICES DEPARTMENT**

### **ASSIGNMENT DESCRIPTION**

#### **ASSIGNMENT TITLE**

Tutor, UNC Hospitals School

#### **PURPOSE**

To assist teachers with instruction and tutoring of students in the UNC Hospitals School, specifically in the higher sciences and math.

#### **SUPERVISING PERSONNEL**

Director, Volunteer Services  
Principal, Hospital School

#### **TRAINING and EDUCATION**

General Volunteer Orientation  
Orientation, Hospital School

#### **DAYS, HOURS, LOCATION**

Monday - Friday  
10:00am - 12:00 Noon  
Children's Hospital, 7<sup>th</sup> floor

#### **ESSENTIAL FUNCTIONS**

- Help transport patients as requested to and from the Hospital School.
- Provide instruction/tutoring in Algebra II, Pre-Calculus, Chemistry and Physics.
- Inform staff teachers of student's progress or any concerns about their performance.
- Assist with any special events or programs as requested.
- Help with other projects as requested.

#### **PROCEDURES**

- Sign in at the Volunteer Services Department and put on appropriate uniform and ID badge.
- Report to the supervisor when you are ready to begin your shift.

- Wash your hands before and after your shift.
- Follow up with the teacher after your session with the student.

### **MINIMUM REQUIREMENTS**

- Competency in high math and science.
- Must demonstrate competency in age specifics, HIPAA, and HEOH information.
- Must be able to communicate with diverse population.
- Must be able to follow directions from staff.
- Understand the need for confidentiality and ability to maintain such.
- Knowledge of hospital layout, especially those areas that relate to needs of your unit.
- Limited to college students and adults.

### **PERSONAL SKILLS, ABILITIES, KNOWLEDGE**

- Must be a self-starter
- Ability to work with detailed information and follow directions.
- Have a friendly, positive attitude
- Ability to converse in Spanish is very helpful

### **PHYSICAL REQUIREMENT**

- Requires walking, standing, sitting, lifting and reaching
- Ability to push/pull up to 25 pounds
- Must be able to read and speak English in simple, understandable terms
- Must have intact sense of sight and hearing

### **PATIENT POPULATION SERVED**

- Demonstrates knowledge of the principles of growth and development and possesses the ability to respond to age specific issues and data reflective of the patient's status.
- Demonstrates the knowledge and skills necessary to provide care for the following age groups: Neonate, Infant, Child, Adolescent, Older Adult

### **PROTECTED HEALTH INFORMATION**

- Will limit access to protected health information (PHI) to the information reasonably necessary to do the job.
- Will share information only on a need-to-know basis for work purposes.
- Access to verbal, written and electronic PHI for this position has been determined based on assignment responsibility.

**MACHINES, TOOLS and EQUIPMENT**

Telephone, copier, FAX, computer and required application, and wheelchairs.

**LENGTH OF COMMITMENT**

The Hospital School year

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Linda Bowles, Director

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Flicka Bateman, Principal, Hospital School

The above statements are intended to describe the general nature and level of service being performed by volunteers assigned this service description. They are not to be construed as an all-inclusive list of duties, skills, and responsibilities for people assigned.

9/05

Reviewed: 9/06