UNC HEALTH CARE

VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Music Therapy Volunteers - Pediatrics

PURPOSE

The volunteers will provide support to the music therapist in providing music therapy programs to the pediatric patients. Volunteers will also provide therapeutic music activities for pediatric patients to engage in a group or individual setting.

SUPERVISING PERSONNEL

Director, Volunteer Services
Music Therapist

TRAINING and EDUCATION

- Must complete general orientation provided by the Department of Volunteer Services.
- Participate in on-the-job training provided by staff or trained volunteers.

DAYS, HOURS, LOCATION

Tuesday 2:45pm-4pm
Wednesday 4:45-6pm
Thursday 12:45-2pm
Students may volunteer more than one shift.

ESSENTIAL FUNCTIONS

- Call nursing staff regarding patient attendance
- Escort patients to the Play Atrium
- Set up activities
- Developing ideas for music activities
- Leading groups with therapist supervision
- Set up and clean up the music room

PROCEDURES

- Report to Volunteer Services Department, sign-in and put on ID badge
- Let the Music Therapist know you are ready to begin your shift

- Set up the room for the activity for that day
- Escort patients from their room to play atrium as requested
- Clean up the room after session is complete

MINIMUM REQUIREMENTS

- Must demonstrate competency in age specifics, HIPAA, and HEOSH 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.
- Must be able to follow directions from staff.
- Must be able to walk for long distances.

PERSONAL SKILLS, ABILITIES, KNOWLEDGE

- Must have some musical experience.
- 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 REQUIREMENTS

- 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.
Musical instruments and other music items as required for this position

LENGTH OF COMMITMENT
Semester

Director, Volunteer Services

Pediatric Music Therapist

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.

7/06; 9/08; 12:08