VOLUNTEER SERVICES DEPARTMENT

ASSIGNMENT DESCRIPTION

ASSIGNMENT TITLE

Adult Speech Language Pathology Volunteer

PURPOSE

Assist in projects for speech pathology patients and obtain speech language observation hours

SUPERVISING PERSONNEL

Director, Volunteer Services
Supervisor, Speech Language Pathology

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

To be decided

ESSENTIAL FUNCTIONS

- Volunteer will be here on discussed days and will call prior to days/time if emergency.
- Volunteer will consult with staff members as to how to assist in patient projects and times for direct observation opportunities.

PROCEDURES

Sign-in and out at Volunteer Services Department
Wear volunteer uniform and picture ID
Report to supervisor to receive your assignment
Do not transport or walk with any patients without permission of their nurse
Inform staff when leaving the unit
If you are unable to volunteer, call the supervisor or volunteer services to let them know

MINIMUM REQUIREMENTS

Must be at least 18 years old
High School Diploma, prefer BA/BS or currently in university setting
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

PERSONAL SKILLS, ABILITIES, KNOWLEDGE

- Enjoys working with adults
- Basic computer/Internet skills
- Willingness to learn

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.

LENGTH OF COMMITMENT

One semester, may extend as p.r.n. per department/volunteer

Director, Volunteer Services	Director, Speech Pathology

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.

3/04; 8/06