

SERVICE AREA	DUTIES	VOL/TIME NEEDED
EMERGENCY ROOM	ANSWER PHONES	5DYS/WK 8-3PM
DUPLICATION AREA	MISC. DUTIES	5DYS/WK 1.5HRS/ 2D/WK 3 HRS
GOLF CART DRIVERS	SHUTTLE PATIENTS	2 PER SHIFT/ 5D/WK 7:30-11:30/11:30-3:30
PHARMACY KIOSKS	ASSIST PATIENTS	5D/WK AM & PM 1 PER SHIFT (9)
CLINIC KIOSKS	ASSIST PATIENTS	5D/WK AM & PM 1 PER SHIFT (16)
INFORMATION DESK	ASSIST PATIENTS	M/F PM SHIFT BUILD #1 & # 17
VOLUNTARY OFFICE	MISC. DUTIES	OFFICE HELP
ACTIVITY ASSISTANTS	ASSIST DANA/CHRIS W/ PATIENT ACTIVITIES	MISC. TIMES W/ENDS/EVES
COMFORT ITEM CART	TAKE COMFORT ITEMS TO WARDS FOR PATIENTS	Mon-Fri
BOOK CART	ORGANIZE DONATED BOOKS, TAKE TO PATIENTS ON UNITS	EVERY DAY
EVENT VOLUNTEER COMMITTEE	SERVE OCCASIONALLY FOR EVENTS- SET UP/TEAR DOWN RUNNERS	AS NEEDED
PUBLIC AFFAIRS	TYPING/ADMIN DUTIES	
RESPIRATORY THERAPY	PHONES/ DIRECT PTS	M-F AFTERNOONS
CHEMO CLINIC	RUN LABS-LUNCHES- SPEND TIME W.PTS	EVERY DAY 8-9AM-NOON TO 1PM
HOME HEALTH	CARE SURVEYS	
MAILROOM	SORT/DELIVER	
INFECTION CONTROL	SECRET OBSERVER FOR HAND HYGIENE	
RADIOLOGY/PET SCAN	GREET PTS/DIRECT/PHONES	EACH DAY (2 PEOPLE)
1-5 (NURSING HOME) ACTIVITIES	MUSIC/GARDING/SRT/ECT	EACH DAY
DENTAL CLINIC	ANSWER PHONES	T/W/ AM
YORK CLINIC	ADMIN ASSISTANCE	?
HAS	MEDICAL RECORDS SCANNING	?
VISOR PROGRAM	ADMIN ASSISTANCE	EACH DAY
INVENTORY MGMT/MEDICAL SUPPLIES	STOCK PERSON	EACH DAY

HOME HEALTH	RESPITE CARE	TEND TO PATIENT IN HOMES TO GIVE FAMILY CARE GIVER A BREAK MISC. NON-CLINICAL DUTIES
CANTEEN	STOCK PERSON	
MOVE	CLERICAL	
1-5 HPDP	PACKETS TOGETHER	1/2 -1 HR A DAY
ACTIVITY ASSISTANTS	DRIVE VAN	7:45- 9:15 am & 11:45- 1pm
CHAPLAIN SERVICE	HELP ON SATURDAYS AND SUNDAYS	
Medical supplies	Put supplies away	Mon-Fri
Lab Runner	RUN LABS-LUNCHES- SPEND TIME W.PTS	Mon-Fri
DAV	HELP IN OFFICE	Mon-Fri
APPT. REMINDER TELEPHONE LINE	CALL VETERANS TO REMIND THEM OF THERE APPT.	Mon-Fri
GARDEN CLUB	HELP VETERANS PLANT FLOWERS	TUESDAYS 9-11A
MUSIC WITH THE CHAPLAIN	HELP WITH VETERANS	WEDNESDAY 10-11A
DRUM CIRCLE	HELP WITH VETERANS	THURSDAYS 10-11A
ART STUDIO	HELP WITH VETERANS	FRIDAYS 9-11A
SPORTS ACTIVITIES ON 1-5	HELP WITH VETERANS	FRIDAYS 2-3P
CANTEEN	HELP IN STORE ROOM	MON-FRI 10A-2P
MY HEALTHEVET	HELP VETERAN WITH THE MY HEALTHEVET PROGRAM	MON-FRI
FOSTER CARE	SIT WITH VETERAN DURING MEETINGS	MONDAY NIGHTS