



Organizational Volunteer Opportunities Revised February 18, 2010

Volunteer opportunities are available for persons who want to be assigned to positions that require an on-going commitment and for persons who want to be involved with one-time or short-term assignments.

Available positions requiring a regular, on-going commitment:

- **Center for Research Computer Programming Assistant:** Assist with computer programming tasks related to managing research and education data for the Center for Research component of The Institute for Palliative Medicine (IPM). Time commitment: periodic based on project needs. *(Work site: 4311 Third Avenue location, 92103)*
- **Center for Advanced Learning (CAL) Clerical Assistant:** Assist with preparation of General Orientation manuals, includes photocopying and detailed assembly of binder contents. Position requires ability to learn operation of photocopier machine and perform accurate assembly of multiple sections/tabs. Time commitment: 20-30 hours a month (weekday/daytime hours); tasks could be shared by two assistants. Manuals need to be completed by the first Friday of each month. *(Work site: 404 Camino del Rio South location, 92108)*
- **Health Information Clerical Assistant:** Assist with mail preparation of physicians' orders requiring physician's signature. Task requires attention to detail and includes photocopying, alphabetizing, collating, folding, and envelope stuffing. The agency must meet 20-day turnaround from date of order to receiving signed order to comply with Medicare Guidelines and State Regulatory Guidelines and receive reimbursement. Time commitment: 4 hours on Thursday afternoons. *(Work site: 4311 Third Avenue location, 92103)*
- **Health Information File Room Clerical Assistants:** Assist with filing tasks based on a numeric filing system. Priority task involves numeric ordering of documents. Performance of tasks involves sitting and standing. Time commitment: one assistant needed on Tuesday and one on Thursday; 8 a.m. to 12 noon (preferred but flexible). *(Work site: 4311 Third Avenue location, 92103)*
- **Phone communication assistants at SDH Unit at GlenBrook Skilled Nursing:** Assist staff by answering phones from 7 a.m. – 8:30 a.m. Currently, clinical staff must provide phone coverage, while tending to the needs of patients, until the administrative staff person begins at 8:30 a.m. One assistant needed each weekday morning. *(Work site: San Diego Hospice Unit at GlenBrook Skilled Nursing, 1950 Calle Barcelona, Carlsbad, 92009)*
- **Medical Supply Courier:** Deliver medical supplies to patients throughout San Diego County. Volunteers must pass authorized background check. Time commitment: 2 to 3 hours one day a week; daytime hours. *(Supplies are picked up at the agency location at 4311 Third Avenue, 92103)*
- **Nursing Station Receptionist in the patient wings of the Inpatient Care Center:** Assist staff by answering the desk phones and the nurse-call system linking patient rooms with the nursing desk. Completion of patient care volunteer training is NOT a requirement. Volunteers do need to feel comfortable in an inpatient environment, have a friendly demeanor, and be able to learn the multi-line phone system. Weekday morning and evening shifts: 3-hour segments between the hours of 7 a.m. and 1 p.m. and between the hours of 4 p.m. and 9 p.m. *(Work site: 4311 Third Avenue, 92103)*

Job-specific training for these positions will be provided.



SAN DIEGO HOSPICE
and The Institute for Palliative Medicine

For volunteers who want to be involved with short-term or one-time assignments:

In addition to or instead of *regularly assigned* positions, as listed above, a pool of volunteers are needed for short-term assignments (i.e., a specific task that can be completed in a few hours and requires a one-time commitment or a task that involves a pre-set time-limited commitment). Volunteers available for short-term assignments accept assignments on a request-by-request basis.

- **Basic clerical tasks or computer tasks:** These assignments are usually needed weekdays, between 8 a.m. and 5 p.m., at the 404 Camino del Rio South, 92108 location.