



HALIFAX HEALTH HOSPICE

Licensed since 1979

Volunteer Job Opportunities

1. Advisory Board/Outreach Committee:

Duties: Represent Halifax Health-Hospice (HH-H) Volunteers on the Advisory Board or Outreach Committee. Attend meetings as scheduled. Involvement in special recruitment events/activities.

Unique Qualities: This volunteer maintains up to date knowledge of HH-H programs and policies. Presents a professional image of HH-H in all activities! Exhibits excellent customer service skills and strong verbal, written and interpersonal communication skills.

Value of this Position: This position works as an extension of the Volunteer Services Coordinator and Operations manager in recruitment efforts of new volunteers.

Hours: Varied.

CURRICULUM LEVEL REQUIRED: 2

2. Ambassador Volunteer:

Duties: Assist at fairs, speaking engagements, fund raising events.

Unique Qualities: This volunteer is outgoing, articulate and knowledgeable about Hospice services.

Value of this Position: This position helps get out the word about Halifax Health Hospice of Volusia/Flagler and its services. The volunteer is a goodwill ambassador for Hospice.

Hours: Varied.

CURRICULUM LEVEL REQUIRED: 1

3. Bereavement:

Duties: Distribute bereavement correspondence to patients' families. Make bereavement calls in a timely and caring manner. Participate in semi-annual community memorial services. Make family visitation/comfort visits to bereaved families. Co-facilitate "Reflections" bereavement meetings monthly

Unique Qualities: This volunteer is compassionate, has excellent active listening skills and is able to work with the groups.

Value of this Position: this position provides much needed support to bereaved families as well as the value of co-facilitating groups and participating in the meaningful community memorial services.

Hours: Varied.

CURRICULUM LEVEL REQUIRED: 2



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4. Care Center Volunteer:

Duties: Provide support and visits with care center patients. Duties may include assisting with menu selection, bringing meals to patients and families, taking patients for walks in wheelchairs, reading to, sitting with or holding hands of patients.

Unique Qualities of the Volunteer: This volunteer is able to multi-task, is an active listener, flexible, a good time manager and able to get along with other volunteers, families and staff.

Value of this Position: This position provides support to the care center patients and their families and allows staff to offer more and better care. Volunteers spend much needed time with patients and their families.

Hours: As scheduled, 1 or 2 times a week, 3 or 4 hours per shift.

CURRICULUM LEVEL REQUIRED: 3

5. Care Team Volunteer

Duties: As part of a Care Team, this volunteer visits nursing home patients in facilities with other members of the Care Team. Each member brings unique skills and talents, such as music, art, reading, scrap booking, and Life Story Recording.

Unique Qualities of the Volunteer: This volunteer has a skill or talent he/she wishes to share with patients who are in facilities. Compassion, empathy and patience are critical.

Value of this Position: This position allows the facilities patient to benefit from extra services and extra visits.

CURRICULUM LEVEL REQUIRED: 3

6. Clerical/Office Volunteer:

Duties: File papers, make phone calls, help with paperwork for the various offices throughout Volusia and Flagler counties.

Unique Qualities of the Volunteer: This volunteer is organized, efficient and able to multi-task.

Value of this Position: This position relieves the paperwork load in Hospice offices and helps to provide better service to our patients and families.

Hours: As scheduled, 1 or 2 times a week, 3 or 4 hours per shift.

CURRICULUM LEVEL REQUIRED: 2



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7. Complimentary Therapy Volunteer

Duties: Provide alternative therapies to patients in their homes, nursing homes and care centers. Duties may include massage therapy, healing touch, Reiki, aromatherapy, pet therapy, laughter therapy, arts and crafts or music therapy, beautician services.

Unique Qualities of the Volunteer: This volunteer is accomplished in their field of expertise and is compassionate, gentle and able to work with terminally ill patients. All massage therapy volunteers must be licensed in Florida. Pet therapy animals must be certified. All beauticians must have an active Cosmetology License.

Value of this Position: This position enhances services provided to our patients and families by adding alternative therapies.

Hours: Varied.

CURRICULUM LEVEL REQUIRED: 3

8. Dietary Volunteer:

Duties: Prepare meals, snacks for care center patients and occasionally family members in the patient kitchen. Positions include cook, and cook's helper. Duties may include meal preparation, clean up, tray assembly, stocking of supplies.

Unique Qualities of the Volunteer: This volunteer has an attention to detail, is able to create appetizing meals and snacks, and is flexible, compassionate and able to multi-task.

Value of this Position: This position assures our patients receive lovingly prepared home made dishes at any time of the day.

Hours: As scheduled once a week for three to four hours.

CURRICULUM LEVEL REQUIRED: 2



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9. Front Desk Volunteer

Duties: Act as receptionist at Care Center front desks. Greet visitors, assist new patients, direct family members and answer questions.

Unique Qualities of the Volunteer: This volunteer maintains a professional attitude and appearance, is people-oriented and able to deal with the different situations that arise.

Value of this Position: This position provides support to the everyday workings of the Care Centers.

Volunteers act as receptionists and are often the first Hospice person a visitor encounters.

Hours: As scheduled, 1 or 2 times a week, 3 or 4 hours per shift.

CURRICULUM LEVEL REQUIRED: 2

10. Property Management Volunteer:

Duties: Assist in Facility Operations with maintenance duties such as outside duties to include but not limited to, light painting, light pressure washing, stucco repair, hanging cork boards, painting and wall files.

Unique Qualities: This volunteer will exhibit a friendly, pleasant attitude and sincere interest in serving our customers (department staff, employees, management).

Value of this position: This position provides assistance to the Facility Manager in all matters of maintenance functions to maintain the safety and integrity of the physical environment of our Care Centers.

Hours: Varied

CURRICULUM LEVEL REQUIRED: 2



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11. Nursing Home/ALF Volunteer:

Duties: Provide visits and support to our patients who reside in a nursing home or assisted living facility and to their families. Duties may include reading, wheelchair assistance, help with meal times.

Unique Qualities of the Volunteer: This volunteer is an active listener, self reliant and has the ability to be tactful when dealing with patients, family members and nursing home staff.

Value of this Position: This position gives much needed visits and support to patients in nursing homes. It gives family members peace of mind, knowing their loved one is being visited and cared for.

Hours: Varied, 1 or 2 times a week to be determined by volunteer.

CURRICULLUM LEVEL REQUIRED: 3

12. Patient/Family Volunteer:

Duties: Provide respite care for terminally ill patients while their caregiver goes out to run errands, keep appointments. Duties may include running errands, preparing light meals, light tasks and other supportive measures.

Unique Qualities of the Volunteer: This volunteer is flexible, compassionate, an active listener, self reliant and level headed.

Value of this Position: This position allows family members much needed time to accomplish tasks and to refresh. The patient/family volunteer supports family at this crucial time.

Hours: Varied, 1 or 2 times a week up to three hours at a time to be agreed upon by the family and volunteer.

CURRICULUM LEVEL :3



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13. Prayer Shawl Volunteer

Duties: Knit or crochet prayer shawls for hospice patients. Patterns are available. Yarn is provided. The shawl is prayed over as it is created and patients are presented the shawl made with love and prayers.

Unique Qualities of the Volunteer: This volunteer is able to knit or crochet a simple shawl. This volunteer is comfortable with the concept of praying for patients.

Value of this Position:

This position gives Chaplains, other hospice staff and volunteers keepsake that they can treasure.

Hours: Varied

CURRICULUM LEVEL :2

14. Resale Shop Volunteer:

Duties: Accept donations, sort, price items, cashier, maintain the appearance of the store, display items and greet customers.

Unique Qualities of the Volunteer: This volunteer has a customer service attitude, is hard-working, honest and knowledgeable about merchandise.

Value of this Position: This position helps raise much needed funds for Hospice of Volusia/Flagler's many programs. Volunteers help spread the Hospice spirit in the community.

Hours: As scheduled, 1 or 2 times a week, 3 or 4 hours per shift.

CURRICULUM LEVEL: 1

15. Sew Many Memories Volunteer

Duties: Sew Memory Bears and/or Memory Pillows for bereaved individuals in hospice, the trauma and loss program and the Children's Grief Center.

Unique Qualities of the Volunteer: This volunteer is able to sew from provided patterns, has an artistic eye and is sensitive to bereaved people.

Value of this Position:

This position gives bereaved individuals a meaningful memory keepsake that they can treasure.

Hours: Varied

CURRICULUM LEVEL: 2



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16. Spiritual Care Volunteer: Advanced Position

This volunteer assists the chaplain with spiritual care, including patient interaction and memorial services.

Unique Qualities of the Volunteer: This volunteer has a grasp on spiritual care and is able to follow the direction of the chaplain. This volunteer is able to report back to the chaplain regularly.

Value of this Position: This position provides spiritual support to patients and families. Volunteers extend that extra care to those we serve.

Hours: Varied.

CURRICULUM LEVEL: 3

17. Student Volunteer:

Duties: Provide extra help during summer, spring breaks, weekends and holidays. Duties may include most of the volunteer opportunities listed.

Unique Qualities of the Volunteer: This volunteer is at least 16 years old, responsible, and willing to embrace the Hospice concept and is flexible.

Value of this Position: This position supports all Hospice services and introduces the student to the Hospice concept.

Hours: Varied.

CURRICULUM LEVEL: 3



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18. Veteran to Veteran Volunteer

Duties: Listen to and record Veteran's stories. Listen to and record life stories for patients and families.

Unique Qualities of the Volunteer: The Veteran's project volunteer has deep respect for veterans and veterans' needs. The ability to listen is critical. Interview skills are helpful as is a working knowledge of recording equipment. Similarly, the Life Stories volunteer respects the fundamental need to leave a legacy. This volunteer will sit with a patient and record, either in writing or on tape or video, stories the patient would like leave their family and friends.

Value of this Position:

This position allows our nation's veterans and other patients the opportunity to speak about their unique experiences. Their stories will be kept for purposes of sharing with their families, and with the community if they so choose.

CURRICULUM LEVEL: 3

19. NODA/Bedside Vigil Volunteer:

Duties: This volunteer will sit by the bedside of an imminently dying patient who might otherwise be alone. Provide support to patient, arriving family members and staff of nursing homes.

Unique Qualities of the Volunteer: This volunteer has a highly developed sense of the needs of the dying. This volunteer respects our patients and families and has a gentle presence.

Value of this Position: This position supports the hospice goal that no patient dies alone and gives much needed support to arriving family members.

Hours: As needed.

CURRICULUM LEVEL: 3



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20. Tuck In / Check In Calls Volunteer

Duties: Tuck In Calls are made to specific patients/family members each week to ascertain their readiness for the upcoming weekend at home. Check In Calls are made to family members of our patients residing in Assisted Living Facilities for enhanced communication.

Unique Qualities of the Volunteer: This volunteer has a calm and patient demeanor and is sympathetic to the needs of the hospice patient and family.

Value of this position: This position gives much needed information to clinical staff regarding the preparedness of each patient and family. This position helps our families feel empowered to support their loved ones.

Hours: Typically a Thursday afternoon each week.

CURRICULUM LEVEL: 3