

JOB DESCRIPTION

Job Title:	Emergency Department Volunteer	FLSA Status:	Exempt Volunteer
Department:	Emergency Department		
Reports to:	Sabrina Nelson	Date:	July 2017

Job Summary

To provide non clinical assistance to Emergency Department Personnel as needed.

Duties and Responsibilities

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 1. Stock rooms
 2. Check gowns and snap them
 3. Run labs over to the lab from ED
 4. Stock zip lock bags, copy machine, printers....paper
 5. Check IV pumps; plugged in, all rooms have one
 6. Check that beds are plugged in...

Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

Required Education and Experience

1. None

Required Licenses, Certifications and/or Registrations

1. None

Additional Unit-Specific Certification Requirements:

- None

Required Knowledge, Skills and Abilities

1. Must be able to read, write, and follow verbal and written instructions and document the activity provided.
2. Must enjoy meeting and working with the public.
3. Present self in a professional, friendly and mature manner.
4. Must complete the MGH Volunteer Orientation training

Physical Requirements

	Never = 0% of time	Seldom = 1-10%	Occasional = 10-30%	Frequent = 30-70%	Constant = over 70%
Lifting <10 lbs					
Lifting 10-35 lbs					
Lifting >35 lbs					
Carrying <10 lbs					
Carrying 10-35					
Carrying >35 lbs					
Pushing/Pulling					
Sitting					
Standing					
Walking					
Bending/Stooping					
Crouching					

Vision	Within normal range with or without corrective devices
Hearing	Within normal range with or without corrective devices.
Speech	Within normal range with or without corrective devices.