

Department

Admitting (In-Patient)

Location of Assignment

U H - L 5

Supervisor

Lori Walsh

Phone Number

444-7594

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Scanning patients records
- Completing Mailing Packets
- Xerox (copy) forms
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Pleasant and courteous manner with patients.
- Volunteers especially needed on Wednes. & Friday afternoons.
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Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-5pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-5pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-5pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-5pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9am-5pm
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No

Department

Ambulatory Surgery Center

Location of Assignment

Ambulatory Surgery Building

Supervisor

Ellen M. Boyd

Phone Number

4-8849

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with making charts, labels, welcome packets, discharge packets.
- Answer multiple phones.
- Filing in each NSC post in Ambulatory Surgery Center.
- Copying schedules, forms, letters.
- Overhead pages.
- Stock nourishments in the recovery area/ staff lounge
- Stock supplies in the business area.
- Prepare and send large mailings
- Bi-lingual a plus
- Update patient families on patient status

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- People skills; good communication.
- Ability to read paperwork.
- Ability to use Nextel phone

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-1 pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-3
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-3
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-1 pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-1 pm
	Saturday	<input type="radio"/> Yes <input type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Auxiliary

Location of Assignment

Hospital-Level 2-Room 617

Supervisor

Janice Rohlf

Phone Number

631-473-1219

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Organize Files
- Copy and Scan Financial Records
- Answer phones
- Assist staff with projects
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input type="radio"/> Yes <input type="radio"/> No Negotiable
	Tuesday	<input type="radio"/> Yes <input type="radio"/> No Negotiable
	Wednesday	<input type="radio"/> Yes <input type="radio"/> No Negotiable
	Thursday	<input type="radio"/> Yes <input type="radio"/> No
	Friday	<input type="radio"/> Yes <input type="radio"/> No
	Saturday	<input type="radio"/> Yes <input type="radio"/> No
	Sunday	<input type="radio"/> Yes <input type="radio"/> No

Department

Breast Care Center

Location of Assignment

Cancer Center/Imaging Building

Supervisor

Linda Bily

Phone Number

638-0004

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist patients with all aspects of utilizing cancer services:
- Meet and Greet Patients
- Assist with directions and escort patients
- Monitor patient wait time
- Engage patients in conversation and/or activities
- Distribute Literature
- Alert staff to patient concerns
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Pleasant Speaking
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Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30am-5pm
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30am-5pm
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30am-5pm
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30am-5pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8:30am-5pm
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Department

Cancer Center Nutrition

Location of Assignment

Cancer Center Level 2

Supervisor

Jennifer Fitzgibbon

Phone Number

638-0854

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- orgainize education materials
- prepare educaton bundles for patients
- collect nutrition screening forms and fax to scheduling area
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- light computer use
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	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-2
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-2
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-2
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11-2
	Friday	<input type="radio"/> Yes <input type="radio"/> No	
	Saturday	<input type="radio"/> Yes <input type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Cancer Services Waiting Area

Location of Assignment

Cancer Center Building - 2nd floor

Supervisor

Linda Bily

Phone Number

638-0004

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist patients with all aspects of utilizing cancer services:
- Meet and Greet Patients
- Assist with directions and escort patients
- Monitor patient wait time
- Engage patients in conversation and/or activities
- Distribute Literature
- Alert staff to patient concerns
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Warm, friendly, compassionate person.
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	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-4:00
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Saturday	<input type="radio"/> Yes <input type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Cardiac Education Program

Location of Assignment

16 N & S

Supervisor

Danielle Gruebel

Phone Number

444-8021

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Distribute cardiac education materials to patients
- Post cardiac education schedules in patient rooms
- Training includes attending 4-6 classes of cardiac education program in order to give first hand knowledge of program to our patients.
- Continued training with experienced volunteer for one month or until supervisor ok's independence.
- Copy literature, prepare folders, mail schedules every two months.
- Clerical help to include copying and mailing for distribution of program schedules to the community 1/2 day per month.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good Communication Skills
- Able to judge when it is appropriate to direct patient questions to a nurse
-

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	2-4 for training
	Tuesday <input type="radio"/> Yes <input type="radio"/> No	
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	12-2 for training
	Thursday <input type="radio"/> Yes <input type="radio"/> No	Flex. hrs. after training
	Friday <input type="radio"/> Yes <input type="radio"/> No	During training with
	Saturday <input type="radio"/> Yes <input type="radio"/> No	veteran volunteer must
	Sunday <input type="radio"/> Yes <input type="radio"/> No	work with their schedule

Department

Cardiothoracic Services

Location of Assignment

Cardiothoracic ICU / 16 South

Supervisor

Danielle Gruebel or Donna Albergo

Phone Number

444-8021

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Engage patients in recreational activities such as reading, crafts, playing cards/ games.
- Maintain supply cabinet with books, magazines, games, cards, DVDs.
- Distribute Cardiac Education materials to patients/Post information in patient rooms
- Copy literature and prepare folders
- Copy and mail program schedules to the community
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-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good interpersonal skills
- Ability to read/write.
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	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Saturday	<input type="radio"/>	Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/>	Yes	<input checked="" type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Care Management

Location of Assignment

Level 1 room 793 UH

Supervisor

Mary Ann Lind, Director of C.M.

Phone Number

444-2844

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
- Transport charts to medical record.
- Answering Phones
- Looking up information in hospital system
- Faxing/ Copying
- Data Entry
- Special Project
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Courteous and Friendly
- Basic Computer Skills Required
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	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	9am-6pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-6pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-6pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	9am-6pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	9am-6pm
	Saturday	<input checked="" type="radio"/>	<input type="radio"/>	after trained
	Sunday	<input checked="" type="radio"/>	<input type="radio"/>	after trained

Department

Clinical Education

Location of Assignment

14 Technology Drive

Supervisor

Kathleen Gorman

Phone Number

444-5291

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing educational records for the Division of Nursing
- Make photocopies
- Maintain confidentiality of employee/staff records
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Must be able to arrange documents in alphabetical order
- Must be able to lift file boxes
- Must comply with HIPPA regulations

Days and Hours Volunteers Needed	Day	Yes	No	Hours
	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8:30 -5pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	
	Saturday	<input type="radio"/>	<input type="radio"/>	
	Sunday	<input type="radio"/>	<input type="radio"/>	

Department

Clinical Lab Services

Location of Assignment

U H - L 3, Rm. 535

Supervisor

Lawrence A. Mazza

Phone Number

444-2605

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File requisitions, purchase orders, receiving slips and inventory reports.
- Enter data on hospital materials management computer system.
- Copy and fax documents as needed.
- Enter data on Access database.
- Pick up reports from level 3 computer room.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Ability to file in numerical order with accuracy.
- Data entry skills.
- Ability to fax and copy.

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	<input type="radio"/>		8:30am-5pm
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>		8:30am-5pm
Wednesday	<input checked="" type="radio"/>	<input type="radio"/>		8:30am-5pm
Thursday	<input checked="" type="radio"/>	<input type="radio"/>		8:30am-5pm
Friday	<input checked="" type="radio"/>	<input type="radio"/>		8:30am-5pm
Saturday	<input type="radio"/>	<input checked="" type="radio"/>		
Sunday	<input type="radio"/>	<input checked="" type="radio"/>		

Days and Hours
Volunteers Needed

Department

Customer Relations

Location of Assignment

Hospital Wide

Supervisor

Michael Maione

Phone Number

michael.maione@sbumed.org

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Conduct patient satisfaction surveys on various nursing units
- Interview patients and enter data directly into computer
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good communication skills
- Ability to use a tablet to record patient responses
-

Days and Hours Volunteers Needed	Day	Hours
	Monday <input type="radio"/> Yes <input type="radio"/> No	
	Tuesday <input type="radio"/> Yes <input type="radio"/> No	
	Wednesday <input type="radio"/> Yes <input type="radio"/> No	
	Thursday <input type="radio"/> Yes <input type="radio"/> No	
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-12Noon
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Dentistry - Recruitment begins 1/16/12

Location of Assignment

South Campus

Supervisor

Margaret Bakos

Phone Number

632-3164

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Volunteers will OBSERVE ONLY.
- First 4 weeks will begin with General Practice Residency Program.
- Rotation of specialty programs is for four weeks each.
- Specialty programs offered are Endodontics, Periodontics, Orthodontics, Pedodontics.
- A 3 hour shift once a week is required.
- For additional details contact Ms. Bakos @ 632-3164
- Volunteers are accepted at the start of each semester ONLY
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Approval of your schedule by Margaret Bakos is mandatory prior to starting.
- Volunteers must be a minimum of 16 years old.
- Volunteer must call when going to be absent, failure to do so could cause

Days and Hours Volunteers Needed	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-1 & 2-5
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-1 & 2-5
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-1 & 2-5
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-1 & 2-5
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-1 & 2-5
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Department of Orthopedics

Location of Assignment

14 Tech Drive/ 181 Belle Mead Road

Supervisor

Michael Siegworth

Phone Number

444-2225

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Patient transport
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-
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Speak English
-
-

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9-5 pm
	Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Dermatology

Location of Assignment

181 Belle Meade Rd, Tech Park, East

Supervisor

Lynne Laucella

Phone Number

444-4272

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File
- Type and maintain JCAHO guidelines in Medical Records Room.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Keyboard knowledge.
- Alpha filing.

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-5:30
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-6:30
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-5:30
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Enviromental Health & Safety

Location of Assignment

HSC-Level1-Room 059

Supervisor

K. Terwilliger/ Carol Molley

Phone Number

631-444-6783

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Volunteer will assist in finalizing chemical inventories for Hospital departments.
- Duties include searching the internet for Material Safety Data Sheets and entering this into a Hospital database.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Computer skills-entering scientific data into a database.
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	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	9am-5pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-5pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-5pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	9am-5pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	9am-5pm
	Saturday	<input type="radio"/>	<input type="radio"/>	
	Sunday	<input type="radio"/>	<input type="radio"/>	

Department

Financial Services

Location of Assignment

U.H. L5 Cashier's Office

Supervisor

Doris Fehrenbach

Phone Number

444-7545

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Collecting papers for the department.
- Labeling folders for the department.
- Dropping off forms for patients to sign.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No

Department

Gastroenterology-Hepatology

Location of Assignment

3 Technology Drive, Suite 700

Supervisor

Sandra L. Brown RN Nurse Manager

Phone Number

631-444-5257

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Helping with filing patients charts
- Making appointments
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-
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-
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- IDX and Filing
- Medical Terminology
- Good with people

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-5pm
Saturday	<input type="radio"/>	Yes	<input type="radio"/> No	
Sunday	<input type="radio"/>	Yes	<input type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Gift Shop

Location of Assignment

U H - L 5

Supervisor

Terry

Phone Number

444-3133

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Operate the cash register.
- Prepare a cash drawer of \$125.00 for the oncoming shift.
- Assist customers in locating or selecting merchandise.
- Keep shelves and cases dusted, straightened.
- Marking new merchandise.
- Keeping shelves and cases well stocked and notifying supervisor of low stock items.
- Gift wrap purchases upon request.
-
-
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- A friendly and welcoming manner at all times.
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-

Days and Hours Volunteers Needed	Day	Hours
	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8-8
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8-8
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8-8
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8-8
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8-8
Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:30-6
Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No	10-6

Department

Hand Therapy

Location of Assignment

14 Technology Dr - Suite 5, Tech Park,

Supervisor

Anita Dantzig or Margaret Economos

Phone Number

444-4210

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- extensive observation of patients who have had various upper extremity injuries or surgeries and their treatments.
- Organizing and cleaning work space
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirl pools
- Clerical
-
-
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-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good Communication
- Ability to work with a team
- Professional behavior

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No 8am-6pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 8am-6pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 8am-6pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No 8am-6pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 8am-6pm
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No

Department

Healthcare Epidemiology

Location of Assignment

U H - L1, Rm 716

Supervisor

Terrie Gardiner

Phone Number

4-7430

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Work in an office, not with patients.
- Photo copying.
- Sorting & filing.
- Light data entry.
- Occasionally stuff envelopes.
-
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-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Conscientious, keep confidentiality, organized.
-
-

	Day	Hours
Days and Hours Volunteers Needed	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	9 -3
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9 -3
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9 -3
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	9 -3
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	9 -3
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Heart Center

Location of Assignment

UH L5

Supervisor

Tracy Ledger

Phone Number

444-3302

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assisting with various duties in Cardiology and Radiology Departments.
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-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No

Department

Hope Program

Location of Assignment

HSC

Supervisor

Yvonne Speckels

Phone Number

444-5250

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with mentoring High School students who are in enrolled in the Hope program
- Escort students from bus to classromm
- Accompany students on tours and lectures
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Ability to work with teenagers
- Excellent opportunity for college students
-

Days and Hours Volunteers Needed	Day	Hours
	Monday <input type="radio"/> Yes <input type="radio"/> No	Sept to June
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	2:30-6:30pm
	Wednesday <input type="radio"/> Yes <input type="radio"/> No	
	Thursday <input type="radio"/> Yes <input type="radio"/> No	
	Friday <input type="radio"/> Yes <input type="radio"/> No	
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

HSC Administration & Finance

Location of Assignment

HSC L4 Room 198

Supervisor

Janice Rivera-Palmer

Phone Number

444-2061

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Retrieve I-9 documentation from personnel files
- Compile, Copy, Record, documentatin
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-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Neat and Organized
- Must be able to Alphabetize
-

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-4:30pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-4:30pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-4:30pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-4:30pm
	Friday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Imaging Department

Location of Assignment

Cancer Center/Imaging Building

Supervisor

Charles Mazzaresse/Anna

Phone Number

638-0601 (Anna)

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Direct Patients to locations within the building for their appointments
- Assist with mailings, stuff envelopes
- Sort and distribute mail
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-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- good communication skills
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8am-4pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Saturday	<input type="radio"/>	<input type="radio"/>	
	Sunday	<input type="radio"/>	<input type="radio"/>	

Department

Neurology

Location of Assignment

179 Belle Meade Rd E. Setauket

Supervisor

Elizabeth Bucellato

Phone Number

444-1974

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
- Purging Charts
- Various clerical duties
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	8-5:30
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8-5:30
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8-5:30
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	8-5:30
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	8-5:30
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Neurology (Administrative Office)

Location of Assignment

HSC T12-020

Supervisor

Isis Rosengart

Phone Number

444-8188

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Work with office staff assisting with xerox, faxing and file work.
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-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Eager to learn, flexible and dependable.
-
-

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	any time M-F 8:30-5:00
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	
Saturday	<input type="radio"/>	Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/>	Yes	<input checked="" type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Nursing - Medical - 13N

Location of Assignment

U H - MR North

Supervisor

Andrea Kabacinski/ Denise Heeren/ Karin Fabiano

Phone Number

444-2902 / 1351 / 1352

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- To secure wheelchair transport of patients from unit who are being discharged to their car.
- Dispense ice water to patients.
- Visit with patients between discharges.
- Read to patients
- Assist with filing
- Answer call bells
- Restock supplies
- Transport specimens to the laboratory.
- Filing paperwork
- Empty linen bags

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Must be able to push wheelchair
- Responsible person who is polite and works well with people.
- Ideal for anyone interested in the medical profession and seeking patient

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Wednesday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Thursday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Friday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Saturday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm
Sunday	<input checked="" type="radio"/>	<input type="radio"/>		11am-5pm

Days and Hours
Volunteers Needed

Department

Nursing - 12S

Location of Assignment

U H - 12 South

Supervisor

Ruth Avilla

Phone Number

444-1967

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Answering phones
- Light filing
- Filling water pitchers and feeding patients.
- Assist with the discharge of patients.
- Flexible job duties with interests of volunteers.
- Reading to patient
- Chart filing
- Welcome/ Discharge packets
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours

Department

Nursing - 15 N

Location of Assignment

U H - 15 North

Supervisor

Bini John

Phone Number

444-1554

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Visiting, making phone calls, writing letters, going on errands for the patient (i.e. Gift Shop, Book Store).
- Distribute mail to patients in conjunction with volunteer nursing unit receptionist.
- Distribute flowers, care for plants and flowers.
- Arranging meal trays by placing food left outside of patient's room onto paper plates and bowls.
- Distribute ice water to patients.
- Sit and talk with patients.
- Assist with call bells.
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Pleasant and courteous manner with patients.
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Saturday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Sunday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm

Department

Nursing - 15 S

Location of Assignment

U H - 15 South

Supervisor

Cecilia Carroll

Phone Number

444-1713

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Visiting, making phone calls, writing letters, going on errands for the patient (i.e. Gift Shop, Book Store).
- Distribute mail to patients in conjunction with volunteer nursing unit receptionist.
- Distribute flowers, care for plants and flowers.
- Arranging meal trays by placing food left outside of patient's room onto paper plates and bowls.
- Distribute ice water to patients.
-
-
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-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Pleasant and courteous manner with patients.
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Saturday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm
	Sunday	<input checked="" type="radio"/>	<input type="radio"/>	9am-9pm

Department

Nursing - Maternal Child (Antepartum)

Location of Assignment

U H - new wing

Supervisor

Robertha Johnson

Phone Number

444-2182

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with bed making.
- Distribute ice, magazines, etc.
- Take patients with privileges outside.
- Assist clinical assistant with stocking supplies.
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-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good communication skills and good listener.
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-9pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-9pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-9pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-9pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	3pm-9pm
	Saturday	<input checked="" type="radio"/>	<input type="radio"/>	1pm-9pm
	Sunday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-9pm

Department

Nursing - Orthopedics

Location of Assignment

U H - 14th Floor

Supervisor

Donna Hoffman

Phone Number

444-7985

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Bed making.
- Distribute water.
- Talk and read to patients.
- Clerical Assistance.
- Refill stock
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Ability to work well with people.
-
-

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Saturday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm
Sunday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	8:30am-9pm

Days and Hours
Volunteers Needed

Department

Nursing - Respiratory- 16N

Location of Assignment

U H - 16 North

Supervisor

Ben Gabriele

Phone Number

444-1504

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Answering phones
- Light filing
- Filling water pitchers
- Flexible job duties with interests of volunteers.
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Saturday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours
	Sunday	<input checked="" type="radio"/> Yes <input type="radio"/> No any hours

Department

Nursing - Surgical Services

Location of Assignment

18N/18S/16S/14S/13N (varies)

Supervisor

Jessica Monti

Phone Number

631 444-9189

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing and File Systems
- Assist with unit based improvements.
- Assemble admission/discharge packets.
- Fill literature displays.
- Stocking equipment/ supplies
- Nursing station support
- Patient companion
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30-5:00
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	same
	Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Nursing , Bone Marrow Transplant

Location of Assignment

19 South Hospital

Supervisor

Joyce Wiehe

Phone Number

444-8294

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Help clinical assistants with transport of ice water or magazines to patients
- Help with stocking glove and gown boxes located in hallway outside patient's room
- Patient Contact: reading, talking, running errands; keeping company upon patient desire
- Light filing, assemble binders, organize supplies, errands, and creation of admission/discharge packets.
- Your assistance can be as varied or limited as you would like.
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Pleasant and courteous
- Responsible person
- able to follow directions

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Anytime between 9-4:30
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Anytime between 9-4:30
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Anytime between 9-4:30
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Anytime between 9-4:30
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	Anytime between 9-4:30
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Nursing 19N - Medical Oncology

Location of Assignment

19N Hospital

Supervisor

Joyce Wiehe

Phone Number

444-8294

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assemble information and place in file folders
- Assemble information and place in discharge packets
- Photocopy
- Assemble binder
- Filing
- Help clinical assistants with transport of ice water or magazines to patients
- Help with stocking glove and gown boxes located in hallway outside patients room
- Patient Contact: reading, talking, running errands; keeping company upon patient desire
- Light filing, assembling binders, organize sulppies, errands, and creation of admission/ discharge packets
- Your assistance can be as varied or limited as you would like

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Ability to follow directions
-
-

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am -4pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am -4pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am -4pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am -4pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am -4pm
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Nursing-CCU

Location of Assignment

Level 5

Supervisor

Diane Marrone

Phone Number

631-444-2940

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Answer phones
- Answer patient call bell
- Filing
- Errands
- General light office tasks
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- People Person
- Phone Etiquette
-

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Tuesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Wednesday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Thursday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Friday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Saturday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm
Sunday	<input checked="" type="radio"/>	Yes	<input type="radio"/> No	10am-6pm

Days and Hours
Volunteers Needed

Department

Office of Continuing Medical Education

Location of Assignment

HSC Level 2 - Room 142

Supervisor

Myra Intoci

Phone Number

444-2094

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Photocopying invoices
- Filing evaluations & attendance for CME programs
- Data entry of attendance
- Event mailings for various CME programs
- Assist with creating mail merge and powerpoint presentations
- Attend CME program events and assist with registration
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Knowledge of Word, Excel, and Powerpoint would be helpful
-
-

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	flexible hours M-F
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Orthopedics (Out-Patient)

Location of Assignment

14 Technology Dr. Suite 11 Tech Park,

Supervisor

Ellen Ohliger

Phone Number

444-4228

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assemble Charts
- Escort Patients
- Assist Medical Staff
- Restock Rooms
- Assist in Requesting Daily x-rays
- Sort Daily X - Rays
- Place Inventory Requisitions
- File Charts
- Photocopying
- Any Additional Duties Deemed Appropriate by Supervisory Staff

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Willingness to be trained and learn, Calm personality, Professional appearance and attitude, Moral and Responsible, An Appreciation for the need of confidentiality, sense of humor.

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9am-6pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9am-6pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9am-5pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9am-6pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9am-5pm
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Pain Management Center

Location of Assignment

Cancer Center/Imaging Building

Supervisor

Diane Towler

Phone Number

638-0750

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File charts
- Pull charts for messages and next days appointments.
- Photocopying.
- Misc. clerical duties.
-
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-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- JUNIOR VOLUNTEERS MUST BE AT LEAST 16 YEARS OF AGE.
- Expertise in alphabetizing.
- Detail oriented.

	Day	Hours
Days and Hours Volunteers Needed	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No Friday <input checked="" type="radio"/> Yes <input type="radio"/> No Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No	any 2-3 1/2 days per wk.

Department

Pathology

Location of Assignment

U H - L 2

Supervisor

Kathleen DaSilva

Phone Number

444-8249

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Retrieve and file patient microscope slides and parafin blocks.
- Distribute supplies to laboratories.
- Wash laboratory glassware.
- Transport patient specimens.
- Various clerical duties.
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Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- High school level science.
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8am-5pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	8am-5pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	8am-5pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	8am-5pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	8am-5pm
	Saturday	<input type="radio"/>	<input checked="" type="radio"/>	
	Sunday	<input type="radio"/>	<input checked="" type="radio"/>	

Department

Physical Therapy (In-Patient)

Location of Assignment

U H - 14th floor

Supervisor

Jennifer Lagarde

Phone Number

444-2620

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Preparation and cleaning of PT treatment area (stock linens and supplies)
- Clean equipment (example: stairs, mat, tables, walkers, hydrotherapy tanks, etc.)
- Assist with clerical work as needed (ex. answer phones, file, photocopy, data entry)
- Provide assistance to the Physical and/or Occupational Therapist and assistants with pt care
- Transport of supplies and equipment
- Assist with patient transport (ex. pushing IV pole, oxygen cart, etc.)
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-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- This program is geared for PT students.
- Ability to follow instructions correctly and pay attention to detail.
- Use appropriate judgment and exhibit mature behavior

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	1:00pm-4:00pm only
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8am-4pm
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8am-4pm
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8am-4pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00am-12:00pm only
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Days and Hours
Volunteers Needed

Department

Physical Therapy (Out-Patient)

Location of Assignment

33 Research Way - Tech Park, East

Supervisor

Cynthia Crockford

Phone Number

444-4240

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- This volunteer position is designed to introduce the individual to the Physical Therapy profession at a hospital-based, outpatient department. Volunteers will have the opportunity to understand the roles and responsibilities of Physical Therapy.
- To observe physical therapy treatment programs, as administered by a physical therapist and/or physical therapy assistant.
- To assist the clinical staff with patient care as appropriately trained.
- To assist in the cleaning and preparation of patient treatment areas.
- To attend educational sessions given by Physical Therapist Assistants on topics pertaining to physical therapy.
- To assist with clerical duties. Re: photocopying, filing as needed.
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-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Volunteers will be trained on necessary skills required to perform job duties.
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-

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8 am-7:30pm
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8 am-7:30pm
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8 am-7:30pm
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8 am-7:30pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8 am-7:30pm
Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No		
Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No		

Days and Hours
Volunteers Needed

Department

PRE-SURGICAL ADMISSIONS

Location of Assignment

LEVEL 4 MAIN HOSPITAL

Supervisor

Amy Feuara, RN / Carole Capps, NM

Phone Number

444-1002

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assemble paperwork and put in envelopes
- Assemble packets of paperwork and paper clip together
- Keep paperwork corner stocked and iorganized for duties
- Put away paper / clerical supplies in back shelves
- Make patient belonging bags with gown, hat and slippers
- Keep supplies stocked and organized for such
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-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

Days and Hours Volunteers Needed	Day	Hours
	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	11AM-3PM
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Radiation Oncology

Location of Assignment

U H - L 2, Rm. 643

Supervisor

Mike Luyckx

Phone Number

444-2210

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assist with filing of medical records.
- Process patient charge summaries.
- Data entry
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Accurate.
- Mature.
- Reliable.

	Day	Yes	No	Hours
Monday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:30am-5:30pm
Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:30am-5:30pm
Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:30am-5:30pm
Thursday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:30am-5:30pm
Friday	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	8:30am-5:30pm
Saturday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	
Sunday	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	

Days and Hours
Volunteers Needed

Department

Radiology Department

Location of Assignment

UH Level 4

Supervisor

Herman Rivera

Phone Number

444-7453

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Assisting radiology staff and patients through communications, directing patients.
- Restocking waiting rooms with magazines and delivering materials.
- Faxing, answering phones and copying records as needed.
- DO NOT wear blue jeans
- NOT more than 5 hours volunteering
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- This position requires an intelligent, friendly, courteous individual who enjoys helping others and improving the radiology environment.
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Saturday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm
	Sunday	<input checked="" type="radio"/>	<input type="radio"/>	8am-8pm

Department

School of Nursing/ Undergraduate Dept.

Location of Assignment

HSC Level 2, Room 211A

Supervisor

Kathy Miller

Phone Number

631-444-3216

Supervisor Interview Required

Yes No

Contact Supervisor Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Answering phones
- Filing
- Typing
- Sending E-Mail
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Computer Software Experience
-
-

	Day	Hours
Days and Hours Volunteers Needed	Monday <input type="radio"/> Yes <input type="radio"/> No	
	Tuesday <input type="radio"/> Yes <input type="radio"/> No	
	Wednesday <input type="radio"/> Yes <input type="radio"/> No	
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	10:00am-2:00pm
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	10:00am-2:00pm
	Saturday <input type="radio"/> Yes <input type="radio"/> No	
	Sunday <input type="radio"/> Yes <input type="radio"/> No	

Department

Sleep Disorders Center

Location of Assignment

240 Middle Country Road, Smithtown,

Supervisor

Candiano Rienzie, Barbara Ludwig-Cull

Phone Number

631-444-2579

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- File Charts and mail Sleep Disorder Center's MDs dictated notes to referring physicians
- Answer phones and take messages
- Pull patient charts for nighttime testing and daytime clinic
- Make copies of patient records and box charts for transport to archives
- Assit with inventory control
- Use Word and Excel programs to create reports
- Escort adult and pediatric patients to their rooms and orient the patients to the unit if the Volunteer is on the unit in the evening
- Work with technologists to calibrate testing equipment
- Confirm patient's sleep study appointments by phone and explain procedures
- Assist technologists with Patient's electrode placement if the Volunteer is on the unit in the evening.

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Filing, some computer skills
- Detail oriented
- Excellent communication skills

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9AM-9:30PM
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9AM-9:30PM
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9AM-9:30PM
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9AM-9:30PM
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9AM-3:30PM
	Saturday	<input type="radio"/> Yes <input type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

Speech & Hearing

Location of Assignment

33 Research Way - Tech Park ,East

Supervisor

Ami Zaroba

Phone Number

444-4191

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Typing using Microsoft word.
- Filing/Copying
- Answering phones.
- Assisting staff with scheduling.
- Patient observation is available for those interested.
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Good interpersonal and organization skills.
- Some experience with Microsoft word.
-

	Day		Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-5pm
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-5pm
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-5pm
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-5pm
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30am-5pm
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Department

Supply Management

Location of Assignment

Level 1

Supervisor

Michelle Correiri

Phone Number

444-2629

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Do deliveries throughout hospital
-
-
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Must be able to lift 5lbs- 10lbs
-
-

Days and Hours
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		7 am- 3:30 pm / 8am
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		7 am- 3:30 pm / 8am
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		7 am- 3:30 pm / 8am
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		7 am- 3:30 pm / 8am
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		7 am- 3:30 pm / 8am
Saturday	<input type="radio"/> Yes <input type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		

Department

Surgery

Location of Assignment

HSC level 19 room 080

Supervisor

Danielle Gruebel

Phone Number

444-8021

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing, putting together binders, creating charts.
-
-
-
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- clerical skills
-
-

Days and Hours Volunteers Needed	Day	Hours
	Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No 9-5
	Saturday	<input type="radio"/> Yes <input checked="" type="radio"/> No
	Sunday	<input type="radio"/> Yes <input checked="" type="radio"/> No

Department

Surgery - Tech. Park

Location of Assignment

37 Research Way E.Setauket,NY11733

Supervisor

Kathleen Volpe

Phone Number

444-4277

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing
-
-
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Basic alphabetizing
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8:30 - 5
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Saturday	<input type="radio"/>	<input type="radio"/>	
	Sunday	<input type="radio"/>	<input type="radio"/>	

Department

Urology

Location of Assignment

HSC T9 -040

Supervisor

Lora Dempsey

Phone Number

444-2348/444-1916

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Copy machine and collating invoices
- Filing and pulling charts
- Folding brochures
-
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Attention to detail.
- Able to follow simple directions
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input checked="" type="radio"/>	<input type="radio"/>	8:30 - 5:00
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Wednesday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	same
	Saturday	<input type="radio"/>	<input checked="" type="radio"/>	
	Sunday	<input type="radio"/>	<input checked="" type="radio"/>	

Department

Volunteer Services

Location of Assignment

UH L2 Rm. 600

Supervisor

Kathy Kress

Phone Number

444-2610

Supervisor
Interview Required

Yes No

Contact Supervisor
Prior to Placement

Yes No

Position Open to

All Volunteers
 Juniors Only (under 18 yrs.)
 Seniors Only (18+ yrs.)

Duties

- Filing accurately
- Creating charts
- Answering phone inquiries/making telephone calls.
- Going on errands as needed.
-
-
-
-
-
-

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.

Necessary Skills

- Must be able to alphabetize
-
-

	Day	Yes	No	Hours
Days and Hours Volunteers Needed	Monday	<input type="radio"/>	<input checked="" type="radio"/>	
	Tuesday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-4:30pm
	Wednesday	<input type="radio"/>	<input checked="" type="radio"/>	
	Thursday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-4:30pm
	Friday	<input checked="" type="radio"/>	<input type="radio"/>	8:30am-4:30pm
	Saturday	<input type="radio"/>	<input checked="" type="radio"/>	
	Sunday	<input type="radio"/>	<input checked="" type="radio"/>	