



**HARTFORD
HOSPITAL**

Open Volunteer Roles as of November 22, 2011

This list is updated on a regular basis. Please check back often for most up to date roles.

Dept / Role	Qualifications	Duties	Available Shifts
Cancer Center Boutique	Friendly, people-oriented individual, having ability to interact with all types of people Must be able to communicate in English, bilingual skills a plus Excellent interpersonal, communication and listening skills Must be able to walk and stand for majority of shift Must complete HH orientation, HIPAA	Assist cancer patients and their families/friends w/products such as hair accessories, clothing, etc. Assist customers w/purchases by checking out at register, etc. Manage operation of the Boutique while staff is unavailable. Assist in organizing stock, re- stocking the store. Keep store neat and organized. Volunteers must adhere to all training and safety guidelines.	<p align="center">Flexible shifts available</p> <p align="center">Monday - Friday</p>
Brownstone Greeter	Candidate must be friendly, Bi-lingual (Spanish) preferred, positive, enthusiastic, out-going, patient, tasteful, and courteous to best serve the patients. Able to listen and communicate effectively.	Welcome patients and visitors to the clinic Establish their required destination and offer directions or escort as appropriate Log all enquiries Assist patients with calling for Transportation Chat to patients waiting for transport home Assist patients in wheelchairs (after appropriate training) Perform general office duties (reminder calls for patients) Scanning into EDM Assist in obtaining patients views on the quality of the service provided (evaluation) Escorting patients to their destination, if required (NB stair/lift usage may be necessary) Liaising with Outpatients Department staff Obtain Wheelchairs Runner (example mail room, charts to other depts., Cashiers for change, Xeroxing, etc) Assist patients in making appointments if needed Parking Validation	<p align="center">Flexible shifts</p> <p align="center">between 09:00am and 04:00pm</p> <p align="center"><u>Monday, Wednesday, Friday</u></p>
Volunteer Services Read To Grow	Ability to read and write English Spanish also helpful	What parent holding their newborn for the first time does not envision great things for their child? Through Read to Grow's Books for Babies Program parents are made aware that their baby is born learning and that they are their baby's first and most important teacher. Visit with families on the maternity unit and help us plant the seeds that lead to literacy. Training provided.	<p align="center">Flexible shifts</p> <p align="center">Between 8am – 8pm</p> <p align="center">7 days/week</p>

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Cancer Center Hematology- Oncology	Physically able to be on feet and walking for long periods of time. Able to interact with patients and family members appropriately.	Errands to pharmacy, blood bank, laboratory, and mail room. Also make trips to Central Sterile, linen room, etc. as needed. Visit with patients and families, attend to minor non-medical requests.	Flexible, shifts Between 8am – 4pm Mon. 12 -4 Tue 7 – 4 Thu 12 - 4
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