

Department

# Admitting (In-Patient)

Location of Assignment

## U H - L 5

Supervisor

Maria Maquire

Phone Number

444-2592

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 financial/regulatory documents
- Assist with mailing lables and photocopying
- Assembling maternity packets and new patient packets
- Alphabetize loose papers for filing
- Organize inventory/supply closets
- Distribute mail and organize mail boxes
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- No patient contact in this office
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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.
- Professional attire and behavior
- Computer skills preferred

	Day	Hours
<b>Days and Hours Volunteers Needed</b>	Monday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-4pm
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-4pm
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-4pm
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-4pm
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	9am-4pm
	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 within walking distance of hospital bldg

Supervisor

Ellen M. Boyd

Phone Number

444-8849

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. Make overhead pages.
- Filing ,copying schedules, forms, letters. Prepare and send large mailings
- Asst Hospital Attendant with cleaning stretchers and bed areas
- Prepare Patient snacks in recovery area
- Stock nourishments in the recovery area/ staff lounge
- Stock supplies in the business area.
- Bi-lingual a plus
- No clinical or surgical related tasks. No operating room access
- Limited patient contact in patient care areas

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

- Mature person looking for long term assignment
- Ability to read paperwork.
- Good communication skills

Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9am-3 pm
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	8 - noon / 9-3 pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8 - noon / 9-3 pm
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Anesthesia - Pre-Operative Services

Location of Assignment

## 1320 Stony Brook Road Suite E

Supervisor

Christine Bode or Dr. Richman

Phone Number

444-9246

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 with patient flow and relations
- Clerical : filing, chart preparation, answering phones
- Stocking supplies
- Please Note: Very busy clinic
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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
- Computer skills a plus
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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	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 type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Department

# Bariatrics & Metabolic Weight Loss

Location of Assignment

## 9N & HSC Level 18 Room 040

Supervisor

Patricia Friedman

Phone Number

631-444-7298

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 help filing
- Chart organization
- Creating educational materials
- Photo coping
- Scanning medical 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

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	9a-5p
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9a-5p
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9a-5p
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9a-5p
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9a-5p
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Department

# Benefits Office

Location of Assignment

## 3 Technology Drive, Suite 100 Tech

Supervisor

Cassandra Moore or Camille Marksberry

Phone Number

444-4754

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 telephone.
- Filing and large mailings (including letters to employees).
- Separation of forms for filing and organizing forms for processing.
- Assembling New hire benefits information kits.
- Light typing if volunteer has typing skills.
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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 Education.
- He/she must be able to follow directions and write legibly.
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	Day	Hours
Days and Hours Volunteers Needed	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 type="radio"/> Yes <input checked="" type="radio"/> No	
	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

**CACU**

Location of Assignment

**UH Level 5**

Supervisor

Sandra Bacchus

Phone Number

444-1385

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 Dishcharge Packets
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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
	<input type="radio"/> Yes	<input type="radio"/> No	
Monday	<input type="radio"/> Yes	<input type="radio"/> No	
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-1pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-1pm
Thursday	<input type="radio"/> Yes	<input type="radio"/> No	
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-1pm
Saturday	<input type="radio"/> Yes	<input type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Department

# Cancer Center Administration

Location of Assignment

## HSC Deans Office / Level 4-Rm182

Supervisor

Lauren Cutaia

Phone Number

631-444-8067

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

- Data Entry
- Scanning
- Copying
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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
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Days and Hours  
Volunteers Needed

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

Department

# Cancer Clinical Trials

Location of Assignment

## Cancer Center

Supervisor

Jennifer Hopecker

Phone Number

638-0857

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

- Administrative Help with patient data
- filing charts
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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 literacy
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Days and Hours  
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8-4
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8-4
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8-4
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8-4
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No		8-4
Saturday	<input type="radio"/> Yes <input type="radio"/> No		
Sunday	<input type="radio"/> Yes <input type="radio"/> No		



Department

# Chest Pain Education

Location of Assignment

## 5th floor Room 5-628

Supervisor

Pam Kostic

Phone Number

631-444-3384

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 papers
- Making copies
- Working in Excel
- Organizing papers
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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

- Being comfortable at a computer
- Basis data entry with Excel
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Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00a-4:00p
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00a-4:00p
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00a-4:00p
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00a-4:00p
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	9:00a-4:00p
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Child Psych/Recreational Therapy

Location of Assignment

## 12N

Supervisor

Karen M. Diers, CTRS

Phone Number

631-444-9239

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 RT during activity
- Assist patients in completing tasks
- Light office work and assist in maintenance of activity areas
- Process before and after group with RT
- Assisting patient on completing task
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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 have exposure and experience with typical functioning children
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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	
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 type="radio"/> Yes	<input type="radio"/> No	
Saturday	<input type="radio"/> Yes	<input type="radio"/> No	
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	

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

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

Department

# Clinical Transformation

Location of Assignment

## Clark House

Supervisor

Tammie Wethers

Phone Number

631-444-1338

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

- Sort and scan training material into the 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

- Basic computer and scanning skills
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Days and Hours  
Volunteers Needed

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

Department

# Core Lab

Location of Assignment

## UH Level 3 Room 651

Supervisor

Deborah Pollard

Phone Number

Please contact via email

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

- Transport lab samples from the ED Stat Lab to the Hematology & Chemistry 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

- **Contact via e-mail:**
- **deborah.pollard@stonybrookmedicine.edu**
- 

Days and Hours  
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	after 4pm

Department

# Dentistry -Next Recruiement- Fall - 8/17 to 8/21

Location of Assignment

## South Campus

Supervisor

Margaret.Bakos@stonybrookmedicine.edu

Phone Number

e-mail only see above address

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. No Hands-On Care
- First 4 weeks will begin with General Practice Residency Program.
- Rotation of specialty programs is for four weeks each.
- Specialty programs offered are Periodontics, Orthodontics, Pediatrics
- Volunteers are accepted at the start of each semester ONLY
- Medical Clearance & Background Check must be done by Volunteer Services prior to dental orientation date
- Volunteers must email 1st and 2nd time slot choice between the hours of 8:30am -5pm 8/17to 8 /21
- Included in the request must be: full name, phone number and e-mail address
- Requests via phone will not be accepted - e-mail only
- 

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

- One time slot per volunteer per week will be granted based on availability
- Once your request has been reviewed you will be sent an e-mail
- The acceptance e-mail will include: approved time slot & orientation info

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 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

# Dermatology Clinic

Location of Assignment

## 181 Belle Meade Rd, Tech Park

Supervisor

Barbara Bergey

Phone Number

444-4271

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

- Make Shave Kits
- Organize inventory/supply closets
- Prepare exam rooms
  
- Make copies
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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

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Days and Hours  
Volunteers Needed

	Day		Hours
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

# Distribution/Transport

Location of Assignment

## Hospital Level 1

Supervisor

Martha Houlihan

Phone Number

444-7701

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

- Moving, Delivering, and Round-up of equipment
- Cleaning equipment
- Specimen delivery
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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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flexible
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

# 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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
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

# Food Service

Location of Assignment

## Level 1 Kitchen and All Nursing Units

Supervisor

Barbara Delfyett

Phone Number

444-9131

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 Ambassadors with delivering patient meals
- Replenish dietary floor stock on units
- Interact with patients to asses needs
- Deliver menus to patients
- Clean pantries and remove trays throughout meal service
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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
- Requires travel from level 1 to all patient units
- Hepatitis A vaccine required - will be provided free of charge if volunteer does

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

Department

# Gastroenterology Clinic

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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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

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 type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Hand Therapy

Location of Assignment

## 14 Technology Dr - Suite 5, Tech Park,

Supervisor

Anita Dantzig or Evan Ludin

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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-6pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8am-4pm
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

Andrew Greco

Phone Number

444-7430

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.
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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.
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Days and Hours Volunteers Needed	Day	Hours
	Monday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Tuesday <input type="radio"/> Yes <input checked="" 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	
	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

# Heart Center

Location of Assignment

## UH L5

Supervisor

Tracy Ledger or Donna Kreamer

Phone Number

444-3302 or 444-8324

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

- Staff the Reception Desk
- Provide directions to patients and families with appointments within Heart Center
- Assist unit clerk with clerical tasks
- Answer Telephone
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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
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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

## Hospital/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
- Accompany students on tours and lectures
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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 work with teenagers
- Excellent opportunity for college students
- 

	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	

Days and Hours  
Volunteers Needed

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
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Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8am-4pm
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

# Information Desk/Elevator Lobby

Location of Assignment

## UH Level 5

Supervisor

James Williams

Phone Number

444-7686

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

- Educate visitors on use of elevators
- Assist with directions
- Issue Visitor passes
- Deliver amenities to patients
- Greet visitors at info desk
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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

- Big smile & good attitude
- Good communication skills
- Ability to stand at elevator core for two hour shift

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	8:30-4:30 pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	2pm--8:30 pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30-8:30 pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30-8:30 pm
Friday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	11 am- 8:30 pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	11 am- 8:30 pm

Department

# Language Assistance Services

Location of Assignment

## Hospital-Wide

Supervisor

Roseanna Ryan

Phone Number

444-2880

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

- Visit newly admitted patients who are designated as requiring language assistance services
- Verify that they have a dual handset phone in their close proximity, that works, and that they know they have access to an interpreter
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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

- Bilingual- Spanish speaking
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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	9am-4pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-4pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-4pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-4pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	9am-4pm
Saturday	<input type="radio"/> Yes	<input type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Department

# Medicine - Outpatient

Location of Assignment

## 205 Belle Meade Rd. East Setauket

Supervisor

Chris Pidgeon, RN, Nurse Manager

Phone Number

444-5297

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

- Preparing mailings
- Transporting charts
- Other clerical duties 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

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	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 type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Department

# Medicine-Gastroenterology

Location of Assignment

## HSC-T17-060

Supervisor

Beth Jaeonczyk

Phone Number

631-444-2119

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

- Compile Divisional data on to an Excel spreadsheet
- Confirm Clinic / Endoscopy schedules
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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

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

Department

**OB/GYN**

Location of Assignment

**HSC T9 065**

Supervisor

Catherine Connelly

Phone Number

catherine.connelly@stonybrook.edu

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

- Supporting the Gynecology Oncology Division preparing patient charts
- Filing patient information in their charts
- Filing charts
- Preparing packets with information for 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

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	8:30a-4:30p
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-4:30p
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-4:30p
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-4:30p
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-4:30p
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Department

# Occupational Therapy (Out Patient)

Location of Assignment

## Tech Park, East Setauket

Supervisor

Carol Grosch

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 assignment is for people interested in fulfilling prerequisites for OT school.
- A willingness to serve others.
- Ability to interact appropriately with all health care workers, patients of varied diagnoses, socioeconomic and cultural backgrounds.
- Ability to follow instructions correctly
- Demonstrate an appropriate response to constructive criticism, as well as appropriate judgment and mature behavior.
- Assist the therapist/staff with departmental needs such as answering phones, and taking messages, clerical work.
- Cleaning up and obtaining equipment.
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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	as needed
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	as needed
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	as needed
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	as needed
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	as needed
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

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
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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

- Knowledge of Word, Excel, and Powerpoint would be helpful
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Days and Hours  
Volunteers Needed

	Day		Hours
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

# Operating Room

Location of Assignment

## Level 4 Hospital

Supervisor

Chris DiRusso/ Darryl Meade

Phone Number

631-487-5081/ 631-487-2869

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

- Filling paper work
- Organizing areas of the O.R.
- Transporting specimens/blood
- Wiping down beds
- 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

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	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 type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	



Department

# Pathology

Location of Assignment

## U H - L 2

Supervisor

Natasha Hope

Phone Number

444-2221

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

Department

# Patient Advocacy

Location of Assignment

## Hospital Wide

Supervisor

Roseanna Ryan

Phone Number

444-2880

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

- Visit patients on the 2nd day of their admission
- Introduce self, orient patients to their room: phone, tv, etc.
- Note any patient concerns on a rounding log, follow-up with patient's nurse as appropriate
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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
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Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8am - 4pm
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	8am - 4pm
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Patient Education

Location of Assignment

## Various Hospital Units

Supervisor

Rose Cardin, MSN, RN

Phone Number

444-6973

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

- Visit patients on various nursing units and provide education on the Patient Portal
- Assist patients with registering for the Stony Brook Medicine Patient Portal
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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 working knowledge of computers/tablet devices ex. IPADS
- Good working knowledge of internet and web site navigation
- Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook,

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	flexible
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	flexible

Department

# Pediatrics/Child Life

Location of Assignment

## UH 11th Floor

Supervisor

Mike Attard

Phone Number

444-3840

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

- Interact and provide supervision of children in playroom setting
- Provide bedside activities and companionship
- Help clean toys and equipment and maintain a safe environment in playroom
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- Speak with supervisor to discuss current openings
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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

- Reliable and Responsible
- Good inter-personal skills
- Good communication and social skills

Days and Hours  
Volunteers Needed

	Day		Hours
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	AM & PM available
Tuesday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Wednesday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Afternoon only
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Afternoon only
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Department

# Physical Therapy (Out-Patient)

Location of Assignment

## 33 Research Way - Tech Park, East

Supervisor

Carla Caruso or Katerina

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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Days and Hours  
Volunteers Needed

	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	

Department

# Pre-Surgical Admissions

Location of Assignment

## Hospital Level 4

Supervisor

Michelle Nieman/Henni Lucas

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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
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

# Radiology Administration

Location of Assignment

## HSC Level 4

Supervisor

Tony Indelicato

Phone Number

44-7827

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
- stocking
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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	daytime hours
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	daytime hours
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	daytime hours
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	daytime hours
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	daytime hours
Saturday	<input type="radio"/> Yes <input type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Regional Perinatal Center

Location of Assignment

## Level 5 Room 474

Supervisor

Keisha Butler

Phone Number

444-2359

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 birthing packets for Birthing Office
- Distribute packets to patients
  
- Light 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

- basic clerical skills
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Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11am-1pm
Tuesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11am-1pm
Wednesday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11am-1pm
Thursday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11am-1pm
Friday	<input checked="" type="radio"/> Yes <input type="radio"/> No	11am-1pm
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
<b>Days and Hours Volunteers Needed</b>	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

# 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

- Deliver various supplies to departments/patient care areas throughout the hospital
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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 lift 5lbs- 10lbs
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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

# Support Services/Distribution Services

Location of Assignment

## UH L1

Supervisor

Martha Colwell

Phone Number

444-7701

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

- Round up equipment not in use
- Assist with the transportation of broken equipment

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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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
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 type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input type="radio"/> No	

Department

# Surgery Clinic

Location of Assignment

## 37 Research Way, Tech Park

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
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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

- Basic alphabetizing
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Days and Hours  
Volunteers Needed

	Day	Hours
Monday	<input checked="" type="radio"/> Yes <input type="radio"/> No	8:30 - 5
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

# Surgical Oncology

Location of Assignment

## HSC T18-065

Supervisor

Sarina Toscano

Phone Number

444-8086

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
- Photocopying medical records
- data entry
  
- Faxing
- Mailing
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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	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 type="radio"/> No	
Sunday	<input type="radio"/> Yes <input type="radio"/> No	

Department

# Transport Services

Location of Assignment

## Level 1 Room 761

Supervisor

Brian Holmes/ John Manzella

Phone Number

631-444-2980

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

- Move-deliver/retreive Patient Care Equipment throughout the hospital
- Operate service elevators & clean equipment
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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
	<input checked="" type="radio"/> Yes	<input type="radio"/> No	
Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	Flex Hours

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
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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

- Attention to detail.
- Able to follow simple directions
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	Day	Hours
Days and Hours Volunteers Needed	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

# Urology - Outpatient

Location of Assignment

## 24 Research Way, E. Setauket, NY/

Supervisor

Anne Klassert

Phone Number

631-444-9712

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

- Prepare pre-op and educational packets
- Filing
- Shredding
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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	8:30a-5p
	Tuesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30a-5p
	Wednesday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30a-5p
	Thursday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30a-5p
	Friday <input checked="" type="radio"/> Yes <input type="radio"/> No	8:30a-5p
	Saturday <input type="radio"/> Yes <input checked="" type="radio"/> No	
	Sunday <input type="radio"/> Yes <input checked="" type="radio"/> No	