Cancer Center Nutrition- MART
MART Cancer Center Building

Supervisor: Jennifer Fitzgibbon
Telephone: jennifer.fitzgibbon@stonybrookmedicine.edu/631-216-2854

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

- Data entry
- Assist Cancer Center dietitians and staff with community events
- Create charts and graphs using provided data
- Assist with phone calls and patient surveys

Necessary Skills

- Experience with Excel, Word, and Canva softwares
- Ability to work independently after receiving training

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.
Cancer Center- Clinical Trials Office
MART (Cancer Center Bldq)

Supervisor: Ryan Washington
Telephone: ryan.washington@stonybrookmedicine.edu/631-216-2670

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes No 9am-4pm
- **Tuesday**: Yes No 9am-4pm
- **Wednesday**: Yes No 9am-4pm
- **Thursday**: Yes No 9am-4pm
- **Friday**: Yes No 9am-4pm
- **Saturday**: Yes No
- **Sunday**: Yes No

Duties

- Scanning records from older clinical trials into a digital format

Necessary Skills

- Must be able to pick up at least 5 lbs
- Computer knowledge to scan and save documents
- Excel knowledge to add information to an existing document
- Able to be left alone to complete tasks without supervision after being trained

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.
Cancer Center- Clinical Trials Office
Hospital Pavilion

**Supervisor:** Ryan Washington  
**Telephone:** ryan.washington@stonybrookmedicine.edu/631-216-2970

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**Duties**

- Data entry
- Access patient files in EMR and find specific notes or test results
- Items are printed/downloaded and entered into a file for the patient in a different database

**Necessary Skills**

- Computer literacy

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.
Cardiology- Cardiac Testing Suite
Advanced Specialty Care, 3 Edmund D Pelegrino Rd

**Supervisor:** Matineh Hassanzadeh  
**Telephone:** matineh.hassanzadeh@stonybrookmedicine.edu, 631-444-2946/377-1919

This assignment requires an interview with the supervisor prior to placement. 
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**Duties**

• Greeting patients and directing them to the appropriate area  
• Assisting patients that require wheelchairs from their car to the appropriate area  
• Assisting ambulances that are bringing patients to the appropriate area  
• Help walking patients that require assistance to the appropriate areas  
• Direct patients to appropriate staff member when needed

**Necessary Skills**

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.
Child Life
Pediatrics Pavillion 6th floor

**Supervisor:** Michael Attard / Joan Alpers
**Telephone:** michael.attard@stonybrookmedicine.edu/

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**  Yes  No  10:00 am - 5:00 pm
- **Tuesday**  Yes  No  10:00 am - 5:00 pm
- **Wednesday**  Yes  No  10:00 am - 5:00 pm
- **Thursday**  Yes  No  10:00 am - 5:00 pm
- **Friday**  Yes  No  10:00 am - 5:00 pm
- **Saturday**  Yes  No  10:00 am - 5:00 pm
- **Sunday**  Yes  No  10:00 am - 5:00 pm

**Duties**

- Play with children in pediatric playroom or at bedside.
- Assist with keeping areas clean and neat, including proper infection control procedures for all toys cleaned after play.
- Clean-up using infection control procedures and restocking of toys after play.
- Knowledge of appropriate PPE.

**Necessary Skills**

- Ability to play comfortably with children.
- Ability to maintain a safe environment for children to relax and play.

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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.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

**Monday**  ☐ Yes  ☐ No  8:30am-5pm
**Tuesday**  ☐ Yes  ☐ No  8:30am-5pm
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**Saturday**  ☐ Yes  ☐ No
**Sunday**  ☐ Yes  ☐ No

**Duties**
- Filing
- photocopying
- making class folders
- data entry

**Necessary 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.
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Duties

- Basic administrative tasks, including:
- Process referral letters from a weekly log to referring providers of new & existing patients of the practice
- Adding one year patient reminders to the scheduling maintenance system
- Process reminder letters (snail mail, email, portal) monthly from a list

**CURRENT ACTIVE VOLUNTEERS WHO ARE GOING TO BE STAYING ON CAMPUS FOR THE SUMMER ARE NEEDED**

- Based on applicant’s day(s) of availability, might be at 500 Commack Rd, Commack (Suite 102) location one day a week

Necessary Skills

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.
Endoscopy/GI Dept
14N (Hospital) & ACP Bldg - (Next to Hospital)

Supervisor: Annmarie Johnson
Telephone: Annmarie.johnson@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties
• Confirming appointments/procedures
• Office duties - filing
• Data Entry
• Transport Patients

Necessary Skills

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.
Feeding Assistant- Clinical Nutrition
Office location HSC Lvl 3 Suite 086
YOU MUST BE FULLY CLEARED/ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPT

Supervisor: Erica Derby- 631-444-3540
Telephone: karina.martinez@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

- Assist with feeding patients as appropriate, i.e. provide small bites of food and sips of beverage
- Identifies patient and meal tray according to establish protocol - Name & DOB
- Engage patient in conversation as appropriate
- Set up tray appropriately; open containers
- Contacts patient’s nurse/CNA if patient not appropriate for volunteer feeder; ex. if patient demonstrates signs of difficulty or if patient refuses assistance
- Facilitate ordering next meal if appropriate
- Verbally reports off to RN, CNA, and/or RD on each patient fed

**DO NOT CALL THIS DEPT UNLESS YOU ARE FULLY CLEARED BY VOLUNTEER SERVICES**

Necessary Skills

- Willing to engage with patients
- Must be able to follow detailed directions

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.
Food & Nutrition Patient Services
Level 1 Hospital Kitchen

**Supervisor:** Kathleen Carrozza  
**Telephone:** kathleen.logsdoncarrozza@stonybrookmedicine.edu/631-513-9356

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**Duties**

- Navigate hospital to meet with patients who use the dining services
- Conduct patient satisfaction surveys and input answers electronically on an IPad
- Surveys consist of a series of yes/no and number scale rated questions
- Review the surveys with supervisor highlighting any concerns
- Face to face interactions with patients is required

**Necessary Skills**

- Communication skills due to speaking with patients

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.
Food and Retail Services
Hospital Kitchen - Level 1

Supervisor: Kathleen Carrozza
Telephone:  kathleen.logsdoncarrozza@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

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Duties

• Roll silverware in napkins to use on patient trays
• Surveying patients about their meals including handing out questionnaires

Necessary Skills

• Must be able to work in a loud, commercial kitchen which can be intimidating at times
• Must have two doses of the Hepatitis A vaccine - If you do not currently have the Hepatitis A vaccine series, you can get it from either your primary care provider or Employee Health.

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.
Food Farmacy  
Cancer Center, Level 6  

**Supervisor:** Marlo Dombroff & Cara Cohen (see below)  
**Telephone:** see below

**This position is open to Seniors Volunteers (18+ yrs.) only.**

Volunteers are needed on these days and at these hours.

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**Duties**

- Record new donations & food items, create patient accounts in Pantrysoft software.
- Regularly track inventory of food pantry by organizing, sorting, and stocking items.
- Rotate goods using “first in, first out” procedures, regularly check expiration dates
- Clean, organize, sort and stock items and check out items using barcodes
- Assist patients in selecting food items and provide additional community resource info
- Help organize hospital and community food drives; Other duties as assigned.

**Contact:** Marlo Dombroff- marlo.dombroff@stonybrookmedicine.edu

- Available Wednesday & Thursday Only : pack and deliver food to inpatient rooms and interview patients to collect and document medical history, diet, food preferences
- Assist in the pickup of food orders from local food banks (this may include driving SBU Vans to pick up location)

**For the additional duties involving inpatient interaction on Wed & Thursday ONLY contact: foodfarmacy@stonybrookmedicine.edu**

**Necessary Skills**

- Ability to lift 20lbs., Uphold client confidentiality; Treat patients with respect & dignity.
- Willingness to learn new computer software, such as Powerchart, Qualtrics and PantrySoft software.
- Excellent organizational, teamwork, and communication skills required.

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.
Hand Therapy - Off site
14 Technology Dr - Suite 5, Tech Park, E. Setauket

Supervisor: Anita Dantzig or Kathleen McFeely
Telephone: anita.dantzig@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

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8am-6pm

Duties

• Extensive observation of patients who have had various upper extremity injuries or surgeries and their treatments.
• Organizing and cleaning equipment
• Assisting the therapist setting up equipment for patient treatment.
• Cleaning whirlpools
• Clerical - filing, typing, coping, etc.

• This assignment is not in the hospital
• You can also email: Kathleen.McFeely@stonybrookmedicine.edu

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.
HELP Program - Hospital Elder Life
Medicine Floors

**Supervisor:** Rose Cardin
**Telephone:** rose.cardin@stonybrookmedicine.edu

**This assignment requires an interview with the supervisor prior to placement.**
**This position is open to Seniors Volunteers (18+ yrs.) only.**

Volunteers are needed on these days and at these hours.

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**Duties**

- Hospital Elder Life Program (HELP) for vulnerable patients age 65 years and older
- Complete *My Story* card to learn about patient social history & preferred therapeutic activities
- Ensure patient is safe by keeping room tidy and comfortable; report any hazards
- Assist with use of TV control as needed
- Provide comfort activities to patients to keep them mentally stimulated during their hospitalization
- Assist patients with reading from the food menu/Assist with ordering food for them
- Offer relaxation and guide meditation to reduce patient anxiety
- Ensure patient has personal belongings bag
- Report any changes in patients condition to nursing staff

**Necessary Skills**

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.
Mother-Baby Services

Please note: This is not the Cuddler Program

5EP/6EP

Supervisor: Sabine Sterlin - Labor and Delivery Services
Telephone: Sabine.sterlin@stonybrookmedicine.edu/631-444-2155

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

Monday  ○ Yes  ○ No  10 am to 6 pm
Tuesday ○ Yes  ○ No  10 am to 6 pm
Wednesday ○ Yes  ○ No  10 am to 6 pm
Thursday ○ Yes  ○ No  10 am to 6 pm
Friday  ○ Yes  ○ No  10 am to 6 pm
Saturday ○ Yes  ○ No
Sunday ○ Yes  ○ No

Duties

• Bringing and removing an Ipad to and from patients room
• Wiping down the Ipad between patient rooms
• Replenshing water/ice for patients
• Checking foam dispensers on the unit
• Folding newborn blankets

Necessary Skills

• **NOTE: This position does not allow contact with the babies**

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.
Neurology - Stroke Support Group
UH

**Supervisor:** Marret Anderson  
**Telephone:**  Marret.anderson@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**Duties**

- Must be a stroke survivor who has participated in the SB Stroke Support Group
- for at least 6 months and who has demonstrated the ability to be a good listener

**Necessary Skills**

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.
Neuropsychology, Diabetes Ed & Genetic Counseling
4 Smithhaven Mall, Suite 107, Lake Grove

Supervisor: Ekaterini Panagiotakopoulou
Telephone: ekaterini.panagiotakopoulou@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

- Copying, scanning, and filing
- Greet patients
- Assemble patient charts

Necessary Skills

- Have a vehicle to drive to our office, as we do not have our office inside the 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.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties
- Collate and prepare folders for education classes
- Data entry if possible
- Scan files

Necessary Skills

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.
Nursing- Surgical Inpatient Services
9N Rm 85 (8W3/9W2, 9W1, 8N, 14S, 9N)

Supervisor: Jessica Monti
Telephone: jessica.monti@stonybrookmedicine.edu/631-444-9189

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

• Filing and scanning, assist with paperwork
• Assemble admission/discharge packets
• Clean equipment, stocking equipment and supplies
• Patient companion
• Pickup and deliver supplies, records, mail
• Patient comfort rounds and refilling comfort carts

Necessary Skills

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.
Occupational Therapy
UH Level 14 - Room 100

Supervisor: Clarissa Buencamino
Telephone: Clarissa.buencamino@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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9:00 am to 12 pm
9 am to 12 or 12 to 3 pm

Duties
• Observation of Occupational Therapy staff during patient treatment sessions
• Assist with managing equipment/department supplies
• Assist with maintaining and cleaning/organizing of work environment
• Clerical duties
• Answering phones
• Re-stocking supplies
• *3 hour sessions AM or PM - Flexible hours
• You can also contact Michele Dookram at michele.dookram@stonybrookmedicine.edu

Necessary Skills
• For students who have the intention to apply to Occupation Therapy program.

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.
Office of Continuing Medical Education
HSC - Level 2 - Room 142

Supervisor: Myra Intoci
Telephone: myra.intoci@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

• Filing and Faxing
• Answering phones
• Making copies, scanning, & data entry

Necessary Skills

• Word
• Excel
• 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.
Operating Room
Level 4 Hospital

**Supervisor:** Chris DiRusso/ Darryl Meade  
**Telephone:** christopher.dirusso@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.  
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**Duties**
- Stocking Blanket Warmers
- Sterility - Wiping of Flat Surfaces Throughout the OR
- Supplies - Refilling gloves, masks, and PPE for OR staff
- Filing, Data capture and entry
- Transporting equipment and specimens to appropriate destinations

**Necessary Skills**

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.
Palliative Care
Hospital wide

Supervisor: Rohan Shah
Telephone: Rohan.Shah@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

• Ability to interact and communicate with patients at end of life or seriously ill.
• Offer compassionate support and companionship during the patient’s vulnerable trajectory in the hospital and sometimes during their dying stages.

Necessary Skills

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.
Palliative Care
HSC Level 15 Room 053

Supervisor: Rohan Shah
Telephone: Rohan.shah@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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9 am to 4:30 pm

Duties

• Assist with preparation of palliative care family satisfaction surveys
• Prepare envelopes with paper survey, attach labels
• Organize returned surveys
• Enter survey responses in a database

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.
Patient Education
Various Hospital Units

**Supervisor:** Rose Cardin, MSN, RN  
**Telephone:** rose.cardin@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.  
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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**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  
• Conduct patient experience surveys with a focus on patient education for the general population, patients with heart failure, patient with diabetes and educate patients on trauma registry

**Necessary Skills**

• Good communication skills, ability to work independently once trained, reliable, dependable, ability to input data into spreadsheet and Cerner  
• Good understanding of older adults, Spanish speaking preferred  
• Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook, AOL

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.
Patient Transport
Hospital Level 1 - Room 791

**Supervisor:** Matthew Simpson
**Telephone:** Matthew.Simpson@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes  ☐ No  Any hours
- **Tuesday**: Yes  ☐ No  Any hours
- **Wednesday**: Yes  ☐ No  Any hours
- **Thursday**: Yes  ☐ No  Any hours
- **Friday**: Yes  ☐ No  Any hours
- **Saturday**: Yes  ☐ No  Any hours
- **Sunday**: Yes  ☐ No  Any hours

**Duties**

- Transport visitors and outpatients from lobby to nursing units and testing areas
- Assist transporters as 2nd Transporter
- Operate service elevator

**Necessary 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.
Physical Therapy - Inpatient
Hospital - Level 14S - Room 101

Supervisor: Allison Ahlers
Telephone: 631-942-2883  Allison.ahlers@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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| Saturday  | ☐   | ☐  |
| Sunday    | ☐   | ☐  |

Duties

• 4 Hour Sessions per week; AM or PM for 4 months Jan - Apr, May-Aug, Sept - Dec
• Call if interested 2 months prior to start date.
• Observation of PT staff during beside evaluations & treatments of patients
• Assistance with managing equipment, linens, and related supplies
• Assistance with maintaining a safe & clean working environment
• Restocking supplies, answering phones, and clerical duties as needed

Necessary Skills

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.
Pre-Surgical Admissions
Hospital Level 4, Surgical Waiting Room

**Supervisor:** Jill Setaro/Catherine Jannace  
**Telephone:** jill.setaro@stonybrookmedicine.edu/631-638-2929

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**  
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  - 11a-4p

- **Sunday**  
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  - No [ ]  
  - 11a-4p

**Duties**

- Greet patients in the surgical waiting room
- Take contact information from patients
- Walk patient back to Pre-surgical Admissions
- Answer phones

**Necessary Skills**

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.
Regional Perinatal Center
Level 9 HSC Room 070

Supervisor: Keisha Butler
Telephone: keisha.butler@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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Duties

• Assemble birthing packets for Birthing Office
• Distribute packets to patients

• Light clerical duties
• Assemble surveys and give to patients in mother/baby areas

Necessary Skills

• basic clerical skills

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.
Sleep Disorders Center
240 Middle Country Road, Smithtown, NY 11787

Supervisor: 631-444-2573
Telephone: barbara.ludwig-cull@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

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<th>Yes</th>
<th>No</th>
<th>Hours</th>
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<tbody>
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<td>Monday</td>
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<td>8 am to 12 pm</td>
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Duties
• Stuff new patient intake packets
• Make copies/collate forms
• Confirm patient’s sleep study appointments by phone and explain procedures
• Answer phones and take messages
• Address envelopes/assist with mailing packets

Necessary Skills
• Filing, some computer skills
• Detail oriented
• Excellent communication skills
• Detail oriented, organizational skills

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.
Sleep Disorders Center Evening (2 Locations)  
Smithtown or Hauppauge

Supervisor: Barbara Ludwig-Cull  
Telephone: 631-444-2579

This assignment requires an interview with the supervisor prior to placement.  
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm  
- **Tuesday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm  
- **Wednesday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm  
- **Thursday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm  
- **Friday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm  
- **Saturday**: ☐ Yes ☐ No ☐  
- **Sunday**: Yes ☐ No ☐ 6:30 pm to 9:30 pm

**Duties**

- Greet patients at the door, check name & DOB of arriving patients against schedule  
- Show patients to assigned rooms, explain procedures & orient them to the unit  
- Assist the technical staff during the set-up of patient sensors  
- Explain paperwork & evening questionnaires to patients  
- Check inventory of supplies and rotating stock on shelves  
- Setting up flags for fall risks

**Necessary Skills**

- NOTE: There are two locations  
- Hauppauge location: 200 Motor Parkway - Building C-16  
- Smithtown location: 240 Middle Country Rd  
- You must indicate which location you would like

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Speech and Hearing
33 Research Way, East Setauket

Supervisor: Alyssa Macomber
Telephone: alyssa.macomber@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

<table>
<thead>
<tr>
<th>Day</th>
<th>Morning</th>
<th>Afternoon</th>
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<tbody>
<tr>
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<td>Wednesday</td>
<td>○ Yes</td>
<td>○ No 2 pm to 5 pm</td>
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<td>Thursday</td>
<td>○ Yes</td>
<td>○ No</td>
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<tr>
<td>Friday</td>
<td>○ Yes</td>
<td>○ No 1 pm to 4 pm</td>
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<td>○ No</td>
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<tr>
<td>Sunday</td>
<td>○ Yes</td>
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Duties

• Send Faxes
• Check patient scripts to make sure they are in office for the next day
• Make copies, scan
• General office organization
• Administrative set-up potentially confirmation calls

Necessary Skills

• Organization

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.
Stony Brook Heights Rooftop Farm
HSC Level 3 Room 068

Supervisor: Annemarie Ng, MS, RD
Telephone: Annemarie.Ng@stonybrookmedicine.edu

This assignment requires an interview with the supervisor prior to placement. This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: Yes No 9AM-3PM
- **Tuesday**: Yes No 9AM-3PM
- **Wednesday**: Yes No 9AM-3PM
- **Thursday**: Yes No 9AM-3PM
- **Friday**: Yes No
- **Saturday**: Yes No
- **Sunday**: Yes No

Duties
- Planting, Harvesting, Weeding, Fertilizing & Watering of Vegetables on the Rooftop Farm.
- Working with Faculty to Develop Social Media Material
- This is mostly a Seasonal Position with the Majority of Hours Taking Place From May to October
- Application of Organic Insecticides to Plants
- Assist in Kids “Farm-to-Table” Cooking Workshop Scheduled for 6 Days in the Summer
- Set Up Cooking Stations, Assist in Recipe Preparation
- Assist in starting and maintaining the seedlings in the Life Sciences Greenhouse (on campus)
- Other Duties as Assigned

Necessary Skills
- Farming Skills or Willingness to Learn
- Volunteers are able to commit a minimum of 3 Hours on Mondays and/or Wednesdays

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.
This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

- **Monday**: ○ Yes  ☑ No
- **Tuesday**: ○ Yes  ○ No
- **Wednesday**: ○ Yes  ○ No  10 am to 4 pm
- **Thursday**: ○ Yes  ○ No
- **Friday**: ○ Yes  ○ No  10 am to 4 pm
- **Saturday**: ○ Yes  ○ No
- **Sunday**: ○ Yes  ○ No

**Duties**

- Help organize resources for and promote the Trauma Center Injury Prevention Program
- Distributing/updating flyers & other marketing materials
- Identifying other community-based programming that aligns with SMB’s injury prevention efforts
- Updating program reports & attendance
- Making phone calls to community members for program information & support
- Organizing program supplies

**Necessary Skills**

- Must be detail oriented and task driven
- Experience with Microsoft Word and Excel
- Customer service skills preferred

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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.
Urology
24 Research Way, Suite 500, Setauket

Supervisor: Annie Klasserf NP
Telephone: anne.klassert@stonybrookmedicine.edu

This position is open to Seniors Volunteers (18+ yrs.) only.

Volunteers are needed on these days and at these hours.

<table>
<thead>
<tr>
<th>Day</th>
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<td>9 am to 12 pm or 1:00 to 4 pm</td>
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<td>Tuesday</td>
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Duties

• Escort Patients from waiting room to the exam room
• Assist in obtaining test results from the laboratories
• Copy and collate pre-op packets & patient education materials

Necessary Skills

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.