



## Ambulatory Surgery Center Front of Imaging Center

**Supervisor:** ellen.boyd@stonybrookmedicine.edu

**Telephone:** 631-444-8849

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                                     |               |
|------------------|--------------------------------------|-------------------------------------|---------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 10 am to 1 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 10 am to 1 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 10 am to 1 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8 am to 12 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9 am to 3 pm  |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |               |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |               |

### **Duties**

- Assist with making charts, labels, sending welcome packets, & discharge packets to patients
- Answer multiple phones
- Filing, copying schedules, forms and letters. Prepare and send large mailings
- Asst. Hospital Attendant with cleaning stretchers and bed areas
- Prepare Patient snacks in recovery area
- Stock nourishments in recovery area/staff lounge/reception area

### **Necessary Skills**

- Detail Oriented
- Bilingual a plus
- No clinical or surgical related tasks - no operating room access
- Good communication 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.



## Blood Bank Donor Room Hospital - Level 5

**Supervisor:** Doreen Cestare

**Telephone:** doreen.cestare@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |        |
|------------------|--------------------------------------|--------------------------|--------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Varies |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |        |

### Duties

- Light office work
- Answering phones

### Necessary Skills

- Comfortable speaking with donors over the phone

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.



## Bulletin Board Maintenance UH L2 Rm. 600 - Hospital Wide

**Supervisor:** Kathy Kress

**Telephone:** see e-mail address below

**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
- Tuesday  Yes  No
- Wednesday  Yes  No
- Thursday  Yes  No
- Friday  Yes  No
- Saturday  Yes  No
- Sunday  Yes  No

### Duties

- Update Notices in Hospital Bulletin Boards Floors 2-19
- Volunteer schedule can be flexible - one day/eve per week for approx. 3-4 hours
- Reliability a must

• Contact: [kathleen.kress@stonybrookmedicine.edu](mailto:kathleen.kress@stonybrookmedicine.edu)

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### Necessary Skills

- Reliable volunteer needed.
- Must be able to travel via the elevator to all hospital floors 2-19

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 MART Level 5 & 6

**Supervisor:** Kerri Reino/Barbara McByrne

**Telephone:** kerri.reino@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |              |
|------------------|--------------------------------------|--------------------------|--------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 3 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |              |

### **Duties**

- Assist patients upon entry with directions, including escorting them to their destination, when needed
- Proactively escalate problems, complaints, and concerns to management

### **Necessary Skills**

- Energetic, Enthusiastic and friendly to assist 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.



## Cancer Center (Clinical Trials Office) Lauterbur Drive

**Supervisor:** Ryan Washington

**Telephone:** ryan.washington@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 8:00 am - 5:30 pm  
**Tuesday**  Yes  No 8:00 am - 5:30 pm  
**Wednesday**  Yes  No 8:00 am - 5:30 pm  
**Thursday**  Yes  No 8:00 am - 5:30 pm  
**Friday**  Yes  No 8:00 am - 5:30 pm  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- Provide support for the Cancer Clinical Trials Office.
- The position will not be interacting directly with patients.
- The position will not be interacting directly with patients.
- Reviewing stock of items, and seeing if anything has expired, or if stock level is low and needs to be replenished.
- Assist in the picking up, and distribution of materials and documents to Clinical Trials staff.
- Entering in data into different Stony Brook databases.

### 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.



## Care Management Level 1 room 793 UH

**Supervisor:** Victoria Chan

**Telephone:** victoria.chan1@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Filing
- Transport charts to medical record.
- Answering Phones
- Looking up information in hospital system
- Faxing/ Copying
- Data Entry
- Assist with Special Projects
- Equipment Delivery

### Necessary Skills

- Courteous and Friendly
- Basic Computer 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.



## 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.

- |                  |                                      |                          |                    |
|------------------|--------------------------------------|--------------------------|--------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10:00 am - 5:00 pm |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> 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.

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.



## CLINICAL EDUCATION 14 TECHNOLOGY DRIVE SUITE 1

**Supervisor:** COLETTE MARRAN

**Telephone:** colette.marran@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Filing
- photocopying
- making class folders
- data entry

### 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.





## Department of Family, Population & Preventive Medicine HSC Level 3 Room 068

**Supervisor:** Annemarie Ng, MS, RD

**Telephone:** annemarieng@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
- 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

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## Food and Retail Services Hospital Kitchen - Level 1

**Supervisor:** Kathleen Carrozza

**Telephone:** kathleen.carrozza@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 8 am to 8 pm
- Tuesday**  Yes  No 8 am to 8 pm
- Wednesday**  Yes  No 8 am to 8 pm
- Thursday**  Yes  No 8 am to 8 pm
- Friday**  Yes  No 8 am to 8 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### 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

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.



## Gastroenterology Clinic - Direct Book Program Carol Baldwin Breast Center. ( Old Cancer Building)

**Supervisor:** Kelly Spencer

**Telephone:** kelly.spencer@stonybrook.edu

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

Volunteers are needed on these days and at these hours.

- Monday**  Yes  No 8:00 am - 4:00 pm
- Tuesday**  Yes  No 8:00 am - 4:00 pm
- Wednesday**  Yes  No 8:00 am - 4:00 pm
- Thursday**  Yes  No 8:00 am - 4:00 pm
- Friday**  Yes  No 8:00 am - 4:00 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- Answering Phones
- Answering Emails

### Necessary Skills

- Medical Terminology
- Personable

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 Evan Ludin

**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.**

Volunteers are needed on these days and at these hours.

- |                  |                                      |                                     |         |
|------------------|--------------------------------------|-------------------------------------|---------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-4pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8am-6pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |         |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |         |

### 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

### Necessary Skills

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

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.



## MEDICINE 12 SOUTH

**Supervisor:** TERI SHAW

**Telephone:** teresa.shaw@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  
**Tuesday**  Yes  No  
**Wednesday**  Yes  No  
**Thursday**  Yes  No  
**Friday**  Yes  No  
**Saturday**  Yes  No  
**Sunday**  Yes  No

### Duties

- Assemble Admission/Discharge Packets
- Check Charts for Property Lists
- Help Organize Supplies
- Assemble New Admission Charts and Disassemble Discharge Charts

### 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 14 TECHNOLOGY DRIVE SUITE 12B

**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.

- |                  |                                      |                          |         |
|------------------|--------------------------------------|--------------------------|---------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-5PM |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |         |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |         |

### Duties

- Scoring tests
- Filing
- Scanning
- Copying
- Answering Phone Calls
- Making 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.



## OBGYN - GYN ONC HSC Level 9 Room 065

**Supervisor:** Venus Hercules

**Telephone:** venus.hercules@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

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

### Duties

- Organizing medical records
- Scanning medical records
- Clerical work

### 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:** Casey Minardi or Michele Dookram

**Telephone:** Casey.Minardi@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.

- |                  |                                      |                                     |                          |
|------------------|--------------------------------------|-------------------------------------|--------------------------|
| <b>Monday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                          |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:00 am to 12 pm         |
| <b>Wednesday</b> | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                          |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9 am to 12 or 12 to 3 pm |
| <b>Friday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                          |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                          |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                          |

### 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](mailto: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.

- |                  |                                      |                          |          |
|------------------|--------------------------------------|--------------------------|----------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | Flexible |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |          |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |          |

### **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.

- |                  |                                      |                          |         |
|------------------|--------------------------------------|--------------------------|---------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |         |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |         |

### 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:** Jaclyn Mienkiewicz

**Telephone:** Jaclyn.Mienkiewicz@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.

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

### 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:** Grace LaTorre - Jaclyn Mienkiewicz

**Telephone:** [jaclyn.mienkiewicz@stonybrookmedicine.edu](mailto:jaclyn.mienkiewicz@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.

- |                  |                                      |                          |                 |
|------------------|--------------------------------------|--------------------------|-----------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 4:30 pm |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 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
- [Jaclyn.Mienkiewicz@stonybrookmedicine.edu](mailto:Jaclyn.Mienkiewicz@stonybrookmedicine.edu)

### 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.



## Patient Access

Commack & ACP - 500 Commack Rd, Commack

**Supervisor:** Barbara Magnussen

**Telephone:** barbara.magnussen@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |              |
|------------------|--------------------------------------|--------------------------|--------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 5 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |              |

### Duties

- Register and Input Research & MART ancillary patients - non-billable encounters

### Necessary Skills

- Typing
- Will train on applications

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 Access

## Emergency Department

**Supervisor:** Victoria Sharak

**Telephone:** victoria.sharak@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.

- |                  |                                      |                          |               |
|------------------|--------------------------------------|--------------------------|---------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am to 10 pm |

### Duties

- Assist patients in waiting room with QR code scanning
- Assist patients when needed to answer pre-registration questions using cell phone

### 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.



## Patient Access

### Patient Access Admitting Department

**Supervisor:** Christine Downey

**Telephone:** doris.fehrenbach@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 4:00 pm - 6:00 pm
- Tuesday**  Yes  No
- Wednesday**  Yes  No
- Thursday**  Yes  No 4:00 pm - 6:00 pm
- Friday**  Yes  No
- Saturday**  Yes  No
- Sunday**  Yes  No

#### Duties

- The duty of the request for volunteers:
- Communicating to isolation patients/families via the telephone receiving regulatory signatures.
- Communicating to isolation patients/families via the telephone receiving regulatory signatures.
- This task will be done by telephone (no in person patient contact)

#### Necessary Skills

- Very good communication 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.



## Patient Access Services SBUH - Level 5 - Room 551

**Supervisor:** Laurene Molino / Doreen Fiumara

**Telephone:** laurene.molino@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                                     |                    |
|------------------|--------------------------------------|-------------------------------------|--------------------|
| <b>Monday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 10:00 am - 3:00 pm |
| <b>Wednesday</b> | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 10:00 am - 3:00 pm |
| <b>Friday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |

### Duties

- Office Tasks
- Inventory and Order Supplies as needed
- Deliver Uniforms to and from SBUH Laundry Services
- PPE Management
- Packing PPE
- Coordinate the of distribution of PPE to appropriate area within Patient Access
- Update uniform spreadsheet
- Maintain store room inventory and organization of store/supply room

### Necessary Skills

- Basic Excel

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.

- |                  |                                      |                                     |                   |
|------------------|--------------------------------------|-------------------------------------|-------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8:00 am - 8:00 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8:00 am - 8:00 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8:00 am - 8:00 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8:00 am - 8:00 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 8:00 am - 8:00 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No | flexible          |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No | flexible          |

#### 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
- Visit with patients, engaging them in a HELP visit in order to decrease risk of delirium while in hospital.
- Visit patients to enroll them in the Playback health program and assist them in signing into the application on their phone

#### 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:** Debra Jimenez/Matthew Simpson

**Telephone:** Debra.Jimenez@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
- Assit transporters as 2nd Transporter
- Operate service elevator

#### Necessary Skills

- Matthew Simpson email: Matthew.Simpson@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.



## Physical Therapy

Hospital Level 14 S - Room 101

**Supervisor:** Allison Ahlers/Jennifer Reinhardt

**Telephone:** 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.

- Monday**  Yes  No
- Tuesday**  Yes  No 9 am to 7 pm
- Wednesday**  Yes  No 9 am to 7 pm
- Thursday**  Yes  No 9 am to 7 pm
- Friday**  Yes  No
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- \*3 hour sessions AM or PM - Flexible Hours
- Observation of Physical Therapy Staff during bedside sessions
- Assist with managing equipment, linens, and other supplies
- Assist with maintaining a safe and clean working environment
- Restocking supplies
- Answering phones
- Clerical duties

### Necessary Skills

- Must have intention to apply to Graduate Physical Therapy Program - position is to fulfill required volunteer hours for application

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-Operative Services

1320 Stony Brook Rd, Suite E, Stony Brook

**Supervisor:** Cathleen Esernio RN

**Telephone:** cathleen.esernio@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.

- |                  |                                      |                          |               |
|------------------|--------------------------------------|--------------------------|---------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 6 pm  |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |               |

### Duties

- Clerical duties
- making charts
- Filing, stocking supplies
- Answering 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.



## Pre-Surgical Admissions

### Hospital - Level 4

**Supervisor:** Michelle Niemann/Melissa McCarthy

**Telephone:** michelle.niemann@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.

- |                  |                                      |                          |                    |
|------------------|--------------------------------------|--------------------------|--------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 5:00 am to 9:30 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                    |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |                    |

#### Duties

- Wipe down equipment and prepare stretchers
- Make patient belonging bags with gown, hat, slippers
- Assemble paperwork
- Stock clerical supplies
- Escort patients and families in/out to the waiting room
- Assist with stocking of patient nourishments
- Provide support to the nursing station
- Organize supplies for IV kits

#### 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.



## Radiation Oncology HSC Level 3 - Room 049

**Supervisor:** Stacey Hondropulos

**Telephone:** stacey.hondropulos@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 10 am to 3 pm
- Tuesday**  Yes  No 10 am to 3 pm
- Wednesday**  Yes  No 10 am to 3 pm
- Thursday**  Yes  No 10 am to 3 pm
- Friday**  Yes  No 10 am to 3 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### Duties

- File Fax and Scan
- Sort Mail
- Answer phones occasionally and transfer calls
- \*10 hours per week/split between any days

### Necessary Skills

- Have strong organizational skills and be able to work independently
- Knowledge of Microsoft Word, Excel and Publisher skills would be an asset

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:** Barbara Ludwig-Cull

**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.

- |                  |                                      |                                     |                |
|------------------|--------------------------------------|-------------------------------------|----------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7pm-9:30PM     |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7pm-9:30PM     |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7pm-9:30PM     |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7pm-9:30PM     |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7pm-9:30PM     |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 7:30 pm-9:30PM |

### Duties

- 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 supplies

### 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.



## Speech and Hearing 33 Research Way, East Setauket

**Supervisor:** Susan Casale

**Telephone:** susan.casale@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |              |
|------------------|--------------------------------------|--------------------------|--------------|
| <b>Monday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 2 pm to 5 pm |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 1 pm to 4 pm |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |              |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |              |

### 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.





## SURGICAL PROGRESSIVE CARE 8W3-PAVILION

**Supervisor:** RUTH AVILA--NURSE MANAGER

**Telephone:** ruth.avila@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |                   |
|------------------|--------------------------------------|--------------------------|-------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |

### Duties

- Filing
- Help Answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

### 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.



## SURGICAL SERVICES (NURSING) 8N-015

**Supervisor:** JESSICA MONTI

**Telephone:** jessica.monti@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |          |
|------------------|--------------------------------------|--------------------------|----------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-4PM |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |          |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |          |

### **Duties**

- Office/Clerical Support
- Filing
- Supply Delevery/Mail
- Misc. Administrative Support

### **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.



## SURGICAL TRAUMA 9W2-PAVILION

**Supervisor:** RUTH AVILA

**Telephone:** ruth.avila@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |                   |
|------------------|--------------------------------------|--------------------------|-------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Tuesday</b>   | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Thursday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |                   |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |
| <b>Saturday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM6PM  |
| <b>Sunday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10AM-2PM--2PM-6PM |

### Duties

- Filing
- Help answer Phone Calls
- Help Provide Directions to Visitors
- Put Together Admission/Discharge Packets

### 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.



## TRAUMA CENTER/SURGERY HOSPITAL 8N--35

**Supervisor:** KRISTI LADOWSKI Kristi.Ladowski@stonybrookmedicine.edu

**Telephone:** Kristi.Ladowski@stonybrookmedicine.edu

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

Volunteers are needed on these days and at these hours.

- |                  |                                      |                          |            |
|------------------|--------------------------------------|--------------------------|------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30AM-5PM |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30AM-5PM |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30AM-5PM |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30AM-5PM |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30AM-5PM |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input type="radio"/> No |            |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input type="radio"/> No |            |

### Duties

- The Trauma Center has moved community programs to virtual deliver yvia Zoom (i.e. Tai Chi)
- The position will have volunteers provide technical support for the live classes.
- Volunteers will be actively logged into Zoom to help spotlight the instructor, mute/unmute participants and play music through screen share
- Play music through screen share
- Volunteers will also help with logisitics such as attendance
- No program esperience needed This is a technical support position (remote)

### Necessary Skills

- General knowledge of Zoom: spotlighting, share audio/screen share, mute/unmute etc.
- Position will slso use googledrive, Slack and music sstreaming (youtube, spotify etc.)

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](mailto:anne.klassert@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
- Tuesday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Wednesday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Thursday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Friday**  Yes  No 9 am to 12 pm or 1:00 to 4 pm
- Saturday**  Yes  No
- Sunday**  Yes  No

### 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.



## Urology - Outpatient 24 Research Way, E. Setauket, NY/ Suite 500

**Supervisor:** Anne Klassert

**Telephone:** anne.klassert@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.

- |                  |                                      |                                     |                    |
|------------------|--------------------------------------|-------------------------------------|--------------------|
| <b>Monday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 1:00 pm to 5:00 pm |
| <b>Tuesday</b>   | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:00am -5:00 pm    |
| <b>Wednesday</b> | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:00am -5:00 pm    |
| <b>Thursday</b>  | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:00am -5:00 pm    |
| <b>Friday</b>    | <input checked="" type="radio"/> Yes | <input type="radio"/> No            | 9:00am -4:30 pm    |
| <b>Saturday</b>  | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |
| <b>Sunday</b>    | <input type="radio"/> Yes            | <input checked="" type="radio"/> No |                    |

### Duties

- Make photocopies of educational and administrative forms
- Escort patients from the waiting room to the exam room
- Assist with calling labs and receiving results by fax
- Assist with cleaning and stocking of rooms and equipment

### 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.



Vascular - Dept of Surgery  
HSC Level 19 Room 090

**Supervisor:** Olympia Christoforatos

**Telephone:** olympia.christoforatos@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
- Tuesday  Yes  No
- Wednesday  Yes  No
- Thursday  Yes  No
- Friday  Yes  No
- Saturday  Yes  No
- Sunday  Yes  No

**Duties**

- Clerical Duties

**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.