



Birth Registrar Office Mother/Baby 6th Floor - Room 133

Supervisor: Alyson Ornstein/Deborah Tomengo

Telephone: Deborah.tomengo@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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 10 am to 12 pm or 1 pm to 3 pm |

Duties

- Packet distribution & Collection; distribute birth certificate packets to parents
- Retrieve completed packets from parents; clearly explain the contents of packets
- Provide guidance on when and how to return packets (training provided)
- Entering data, clerical and administrative support
- Assist with general office tasks as needed

Necessary Skills

- Excellent customer service, strong attention to detail
- Accuracy in handling documents; Spanish language proficiency is a plus but not required
- Another contact is: 631-444-2021 or 444-2359

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.



Dermatology

1320 Stony Brook Road Bldg F, Suite 200

Supervisor: Terri Toronto

Telephone: terri.toronto@stonybrookmedicine.edu/631-444-4268

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 1pm-3pm
Tuesday Yes No 1pm-3pm
Wednesday Yes No 1pm-3pm
Thursday Yes No
Friday Yes No
Saturday Yes No
Sunday Yes No

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.



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.

- Monday Yes No 11am-2pm
- Tuesday Yes No 11am-2pm
- Wednesday Yes No 11am-2pm
- Thursday Yes No 11am-2pm
- Friday Yes No 11am-2pm
- Saturday Yes No
- Sunday Yes No

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
- MUST BE FULLY CLEARED AND ONBOARDED BY VOLUNTEER SERVICES BEFORE CALLING THIS DEPARTMENT

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 Pantry - Cancer Center Cancer Center, Level 6

Supervisor: Marlo Dombroff

Telephone: Marlo.dombroff@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 8am to 5pm
- Tuesday** Yes No 8am to 5pm
- Wednesday** Yes No 8am to 5pm
- Thursday** Yes No 8am to 5pm
- Friday** Yes No 8am to 5pm
- Saturday** Yes No
- Sunday** Yes No

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.

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.



GI Motility Center

Ambulatory Care Pavilion, 3 Edmund D Pelegrino Rd

Supervisor: Sarah Visser

Telephone: sarah.visser@stonybrookmedicine.edu/631-444-2337

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

Duties

- Answer phone calls, take phone messages, call provider offices to get missing notes or orders
- Pull order packets from filing system, put schedule with packets together for following days
- Fill out motility cover sheets from incoming faxes and organize faxes received
- Greet patients upon arrival for procedures
- Assemble breath test kits and impedance kits (all closed packages)

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.



Hand Therapy - Off site

14 Technology Dr - Suite 5, Tech Park, E. Setauket

Supervisor: Anita Dantzig or Kathleen McFeely

Telephone: anita.dantzig@stonybrookmedicine.edu 631-444-4210

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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-6pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-4pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-5:30pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-6pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-4pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

Duties

- Extensive observation of patients who have had various upper extremity injuries and/or surgeries and their treatments.
- Organizing and cleaning equipment; must be able to tolerate heat & handle sharp objects
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirlpools
- Clerical - filing, typing, copying, etc.
- This assignment is not in the hospital
- You can also email: Kathleen.McFeely@stonybrookmedicine.edu

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.



HELP Program - Hospital Elder Life Medicine Floors

Supervisor: Kimberly Johnson

Telephone: kimberly.johnson3@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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9 am to 6 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

- Hospital Elder Life Program (HELP) for vulnerable patients age 65 years and older
- 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.



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.

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

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.



Nursing - Daisy Award Program 13 South - Room 119A

Supervisor: Andrea Kabacinski or Nina Figurito

Telephone: andrea.kabacinski@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 2 pm
Tuesday Yes No 10 am to 2 pm
Wednesday Yes No 10 am to 2 pm
Thursday Yes No 10 am to 2 pm
Friday Yes No
Saturday Yes No
Sunday Yes No

Duties

- You can also call 631-444-2902 or 631-626-0585 to check availability
- Help with administrative tasks for the DAISY RN Recognition Program
- Maintaining and updating data base with nomination entries
- Typing up nomination cards, distributing nomination cards
- Sorting data for information needed by supervisor

Necessary Skills

- Must have knowledge of typing
- Use of computer programs such as Excel
- Days/times are flexible on the availability of the volunteer

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.

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

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.



Palliative Care Hospital wide

Supervisor: Rohan Shah

Telephone: Rohan.Shah@stonybrookmedicine.edu As part of the onboarding process,

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

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.

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

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

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 Transport Hospital Level 1 - Room 791

Supervisor: Olga Batista

Telephone: Olga.Batista@stonybrookmedicine.edu ☐

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

Volunteers are needed on these days and at these hours.

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

Duties

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

Necessary Skills

- **Elevator operation and assisting transporters is an important component of coverage during busy periods**

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: John Schachner

Telephone: John.Schachner@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

- 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
- We accept volunteers who need observation hours for a graduate PT program.

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: Alyson Ornstein or Deborah Tomengo

Telephone: Alyson.Ornstein@stonybrookmedicine.edu ☐

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

Volunteers are needed on these days and at these hours.

- | | | | |
|------------------|--------------------------------------|--------------------------|------------------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm & 3 pm to 6 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm & 3 pm to 6 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm & 3 pm to 6 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm & 3 pm to 6 pm |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 12 pm to 3 pm |

Duties

- Assemble birthing packets for Birthing Office
- Distribute NICU survey QR codes to families and track distribution progress accurately.
- Light clerical duties
- Assemble surveys and give to patients in mother/baby areas

Necessary Skills

- basic clerical skills
- Another contact is: Deborah.tomengo@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.



SBM Food Farmacy HSC Level 3

Supervisor: Cara Cohen

Telephone: Cara.cohen@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
Wednesday Yes No
Thursday Yes No
Friday Yes No
Saturday Yes No
Sunday Yes No

Duties

- 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)

Necessary Skills

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



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.

- | | | | |
|------------------|--------------------------------------|-------------------------------------|---------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 4 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 4 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8 am to 12 pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6:30 pm to 9:30 pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> 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
- Assit 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

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 | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9AM-3PM |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

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.



TRAUMA/OUTREACH HOSPITAL 8N--085

Supervisor: Kristi Ladowski or Jacqueline Coffey

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.

- Monday** Yes No
- Tuesday** Yes No 10a to 4p
- Wednesday** Yes No 10a to 4p
- Thursday** Yes No 10a to 4p
- Friday** Yes No
- 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

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 Klassert 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.

- 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
- Scanning, filing

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.