

### **Ambulatory Surgery Center**

Ambulatory Surgery Building within walking distance of hospital bldg

Supervisor: Ellen M. Boyd Telephone: 444-8849

### 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	O Yes	🔘 No	
Tuesday	O Yes	🔘 No	
Wednesday	O Yes	🔘 No	
Thursday	🔘 Yes	O No	8 - noon / 9-3 pm
Friday	Yes	O No	8 - noon / 9-3 pm
Saturday	O Yes	O No	
Sunday	O Yes	O No	

#### Duties

- Assist with making charts, labels, sending welcome packets, discharge packets to patients
- Answer multiple phones. Make overhead pages.
- Filing ,copying schedules, forms, letters. Prepare and send large mailings
- Asst Hospital Attendant with cleaning stretchers and bed areas
- Prepare Patient snacks in recovery area
- Stock nourishments in the recovery area/ staff lounge/reception area
- Stock supplies in the business area& assist storeroom w/ weekly deliveries
- Bi-lingual a plus
- No clinical or surgical related tasks. No operating room access
- Limited patient contact in patient care areas

#### **Necessary Skills**

- Mature person looking for long term assignment
- Ability to read paperwork & label incoming orders
- Good communication skills
- Able to lift boxes

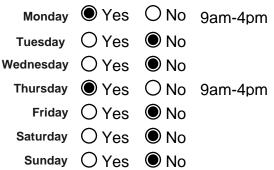


### Benefits Office 31 Research Way, Suite 200 Tech Park, E. Setauket

Supervisor: Cassandra Moore or Christine Elfast Telephone: 444-4754

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

Volunteers are needed on these days and at these hours.



#### Duties

- Answering telephone.
- Filing and large mailings (including letters to employees).
- Organizing forms for processing
- Assembling New hire benefits information kits.
- Light typing if volunteer has typing skills.

**Necessary Skills** 

- High School Education.
- He/she must be able to follow directions and write legibly.

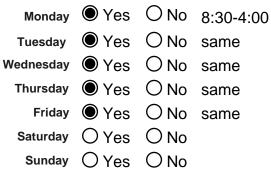


### Cancer Patient Advocacy Cancer Center Building - 2nd floor

Supervisor: Linda Bily linda.bily@stonybrookmedicine.edu Telephone: 638-0004

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Assist patients with all aspects of utilizing cancer services:
- Meet and Greet Patients, escort, direct patients
- Monitor patient wait time ,distribute literature
- Engage patients in conversation and/or activities
- Alert staff to patient concerns

#### • Recruitement Schedule:

• 3hr shifts avail in Fall & Spring. 4-6hrs shifts avail Summer & Winter break

• Contact Supervisor: May-June for Summer. Aug-Sept for Fall. Nov-Dec for Winter. January-Feb for Spring

#### **Necessary Skills**

• Warm, friendly, compassionate person.



# Chaplaincy Services Hospital Wide

Supervisor: W. Diane Gardner-Slater Telephone: 631-444-3977

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	O No	9am-1pm
			-
Tuesday	🔘 Yes	O No	9am-1pm
Wednesday	Yes	O No	9am-1pm
Thursday	Yes	O No	9am-1pm
Friday	🔘 Yes	O No	9am-1pm
Saturday	🔘 Yes	O No	9am-1pm
Sunday	• Yes	O No	9am-1pm

#### Duties

• Make contact with patient (and families) upon admission to the hospital

• Apprise patiens and families of the availability of chaplins and provide introductury material

• Report to Chaplaincy staff when a chaplain visit is not needed or if there is an urgent request

#### **Necessary Skills**

- Friendly
- Good communication skills



# Distribution/Transport Hospital Level 1

Supervisor: Terry Turner Telephone: 444-7750

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Moving, Delivering, and Round-up of equipment
- Cleaning equipment
- Specimen delivery

**Necessary Skills** 



# Employee Health & Wellness U H - L 8, Rm. 140

Supervisor: Mary Paciella Telephone: 444-8187

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Answering telephones
- Alphabetizing and filing charts.
- Pull medical charts
- Preparing charts for upcoming Residents

**Necessary Skills** 

- Good command of the alphabet
- Bend & reach into file cabinets



### Gastroenterology Clinic 3 Technology Drive, Suite 700

Supervisor: Sandra L. Brown RN Nurse Manager Telephone: 631-444-5257

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.



#### Duties

- Helping with filing patients charts
- Making appointments

**Necessary Skills** 

- IDX and Filing
- Medical Terminology
- Good with people



# Gift Shop U H - L 5

Supervisor: Justin Jaret Telephone: 444-7386

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	8-8:30
Tuesday	• Yes	O No	8-8:30
Wednesday	• Yes	O No	8-8:30
Thursday	• Yes	O No	8-8:30
Friday	Yes	O No	8-8:30
Saturday	• Yes	O No	10-6
Sunday	• Yes	O No	10-6

#### Duties

- Maintaing store cleanliness
- Stocking shelves with candy and merchandise
- Unpacking boxes from new deliveries
- Make deliveries to patients
- · Assiting in inventory audits and perform physical inventory
- Assisting in merchandising the store
- Organizing backroom and merchandise

#### **Necessary Skills**

• A friendly and welcoming manner at all times.



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

**Supervisor**: Anita Dantzig or Evan Ludin **Telephone:** 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.



#### Duties

• extensive observation of patients who have had various upper extremity injuries or surgeries and their treatments.

- Organizing and cleaning work space
- Assisting the therapist setting up equipment for patient treatment.
- Cleaning whirl pools
- Clerical
- This assignment is not in the hospital

#### **Necessary Skills**

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



# Heart Center UH L5

Supervisor: Tracy Ledger or Donna Kreamer Telephone: 444-3302 or 444-8324

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

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

**Necessary Skills** 

Good Communication Skills



### Heart Center Administration UH 12 North

Supervisor: Omar Blagrove Telephone: 631-637-0145

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

Monday	O Yes	O No	
Tuesday	O Yes	O No	
Wednesday	O Yes	O No	
Thursday	Yes	O No	9am - Noon
Friday	O Yes	O No	
Saturday	O Yes	O No	
Sunday	O Yes	O No	

#### Duties

• Clerical tasks and run errands from 12 North to tthe 5th floor Heard Center

**Necessary Skills** 



# HOPE Program Hospital/HSC

Supervisor: Yvonne Speckels Telephone: 444-5250

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

Volunteers are needed on these days and at these hours.

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0pm

#### Duties

- Assist with mentoring High School students who are in enrolled in the HOPE program
- Accompany students on tours and lectures

**Necessary Skills** 

- Ability to work with teenagers
- Excellent opportunity for college students



# Information Desk/Elevator Lobby UH Level 5

Supervisor: Kara Delaney Telephone: 444-7686

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	7am - 8:30pm
Tuesday	• Yes	O No	7am - 8:30pm
Wednesday	Yes	O No	7am - 8:30pm
Thursday	Yes	O No	7am - 8:30pm
Friday	• Yes	O No	7am - 8:30pm
Saturday	Yes	O No	10am- 8:30 pm
Sunday	• Yes	O No	10 am- 8:30 pm

#### Duties

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

**Necessary Skills** 

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

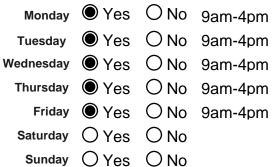


# Language Assistance Services Hospital-Wide

Supervisor: Roseanna Ryan Telephone: 444-2880

### This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

• Visit newly admitted patients who are designated as requiring language assistance services

• Verify that they have a dual handset phone in their close proximity, that works, and that they know they have access to an interpreter

**Necessary Skills** 

• Bilingual- Spanish speaking

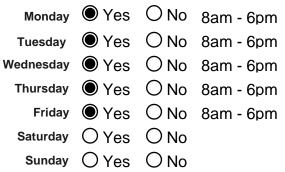


### Medicine - Outpatient 205 Belle Meade Rd. East Setauket

Supervisor: Chris Pidgeon, RN, Nurse Manager Telephone: 444-5297

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Preparing mailings
- Transporting charts
- Other clerical duties as needed

**Necessary Skills** 



# Neuropsychology 14 Technology Drive

**Supervisor**: Thomas Preston or Ekaterine Panagiotakopoulou **Telephone:** 631-444-8053

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.



#### Duties

- Answer calls and take messages
- Confirm appointments
- Help with obtaining insurance authorizations
- Assemble patient charts

**Necessary Skills** 



## Nursing - 18 N&S 18N/18S 14S

Supervisor: Jessica Monti Telephone: 631 444-9189

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Filing and File Systems
- Assist with unit based improvements.
- Assemble admission/discharge packets.
- Clean equipment
- Stocking equipment/ supplies
- Nursing station support: answer call bells & phones
- Patient companion
- Pick-up /Deliver records, supplies, equipment, etc.
- Comfort Rounds on 18N

**Necessary Skills** 



### Nursing 17 South Hospital 17 South MICU

Supervisor: Lisa Velardi Telephone: 444-1700

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.



#### Duties

- Stocking Isolation Carts
- Stocking Supplies
- Make deliveries when the tube system is down

**Necessary Skills** 



# Nursing 19N - Medical Oncology 19N &17N Hospital

Supervisor: Joyce Wiehe Telephone: 444-8294

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

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	8:30am -4pm
Tuesday	• Yes	O No	8:30am -4pm
Wednesday	• Yes	O No	8:30am -4pm
Thursday	• Yes	O No	8:30am -4pm
Friday	• Yes	O No	8:30am -4pm
Saturday	O Yes	🔘 No	
Sunday	O Yes	🔘 No	

#### Duties

- Assemble information and place in file folders
- Assemble information and place in discharge packets
- Photocopy
- Assemble binder
- Filing
- Help clinical assistants with transport of ice water or magazines to patients
- Help with stocking glove and gown boxes located in hallway outside patients room
- Patient Contact: reading, talking, running errands; keeping company upon patient desire
- Light filing, assembling binders, organize sulppies, errands, and creation of admission/ discharge packets
- Your assistance can be as varied or limited as you would like

#### Necessary Skills

Ability to follow directions



# Nursing Ante & Post Partum UH 5&6

Supervisor: Robertha Johnson & Wanda Davila Telephone: 444-2182/444-2103

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	11am-7pm
Tuesday	• Yes	O No	11am-7pm
Wednesday	• Yes	O No	11am-7pm
Thursday	• Yes	O No	11am-7pm
Friday	• Yes	O No	11am-7pm
Saturday	• Yes	O No	11am-7pm
Sunday	• Yes	O No	11am-7pm

#### Duties

- Transporting patients from unit who are discharged via wheelchair
- Wipe down wheelchair for next discharge

**Necessary Skills** 



# Nutrition (Family Med) Rooftop Garden HSC L3 Room 086

Supervisor: Annemarie Ng, MS RD Telephone: 444-8245

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Planting, Harvesting and watering of vegetables on roof top farm
- Weeding
- Fertilizing produce on farm
- Application of organic insecticides to garden

#### Necessary Skills

- Farming skills
- Able to lift a minimum of 25 pounds

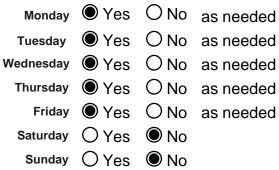


# Occupational Therapy (Out Patient) Tech Park, East Setauket

Supervisor: Carol Grosch Telephone: 444-4240

### 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.



#### Duties

- This assignment is for people interested in fulfilling prerequisites for OT school.
- A willingness to serve others.
- Ability to interact appropriately with all health care workers, patients of varied diagnoses, socioeconomic and cultural backgrounds.
- Ability to follow instructions correctly

• Demonstrate an appropriate response to constructive criticism, as well as appropriate judgment and mature behavior.

- Assist the therapist/staff with departmental needs such as answering phones, and taking messages, clerical work.
- Cleaning up and obtaining equipment.

**Necessary Skills** 



# PACU Level 4 Hospital/ 04L5

Supervisor: Catherine.Jannace@stonybrookmedicine.edu Telephone: see email above

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

Volunteers are needed on these days and at these hours.

Monday	O Yes	🔘 No	
Tuesday	O Yes	🔘 No	
Wednesday	O Yes	🔘 No	
Thursday	O Yes	🔘 No	
Friday	O Yes	🔘 No	
Saturday	• Yes	O No	6AM-9PM
Sunday	• Yes	O No	6 AM-9PM

#### Duties

- Help clean bedspots inbetween patients
- Communicate with families in the waiting room and escort them to the unit
- · Get ice pops and blankets for nurses to distribute to patients
- Helping hands to the staff and families

**Necessary Skills** 

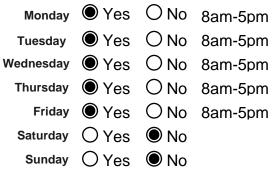


# Pathology U H - L 2

Supervisor: Natasha Hope Telephone: 444-2221

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.



#### Duties

- Retrieve and file patient microscope slides and parafin blocks.
- Distribute supplies to laboratories.
- Wash laboratory glassware.
- Transport patient specimens.
- Various clerical duties.

**Necessary Skills** 

• High school level science.



### Pathology Basic Science Tower/ Level 9 Room 140

Supervisor: Candiano Rienzie/ Patricia Liggan Telephone: 631-444-3009-631-444-3000

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.



#### Duties

- assit with phones and reception area
- Filing
- Coping forms and letters
- Assist with file cleaning
- Help with mailing

**Necessary Skills** 

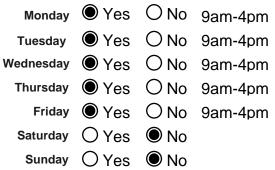


# Patient Access U H - L 5

Supervisor: Maria Maguire Telephone: 444-2592

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.



#### Duties

- Alphabetize loose papers for scanning in an electronic filing system
- Pick up scanned patient charts at nursing stations in the Emergency Room
- Assemble the chart for courier to pickup and bring to medical records
- Scan department/patient regulatory documents
- Assist with mailing labels and photocopying
- Organize inventory/supply closets
- Distribute mail and organize mail boxes
- Limited patient contact in this office

#### **Necessary Skills**

- Mature person looking for long term assignment
- Professional attire and behavior no jeans
- Computer skills preferred
- Detail orientated with excellent communication skills



### Patient Advocacy Hospital Wide

Supervisor: Roseanna Ryan Telephone: 444-2880

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	O No	8am - 4pm
Tuesday	• Yes	O No	8am - 4pm
Wednesday	• Yes	O No	8am - 4pm
Thursday	Yes	O No	8am - 4pm
Friday	Yes	O No	8am - 4pm
Saturday	O Yes	O No	
Sunday	O Yes	O No	

#### Duties

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

**Necessary Skills** 

Good communication skills



### Patient Education Various Hospital Units

Supervisor: Rose Cardin, MSN, RN Telephone: 444-6973

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

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	flexible
Tuesday	• Yes	O No	flexible
Wednesday	• Yes	O No	flexible
Thursday	• Yes	O No	flexible
Friday	• Yes	O No	flexible
Saturday	• Yes	O No	flexible
Sunday	• Yes	O 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

**Necessary Skills** 

- Good working knowledge of computers/tablet devices ex. IPADS
- Good working knowledge of internet and web site navigation
- Good working knowledge of internet email services ex. Yahoo! Gmail, Outlook, AOL



# Pediatrics/Child Life UH 11th Floor

Supervisor: Mike Attard Telephone: 444-3840

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	O Yes	🔘 No	
Tuesday	O Yes	🔘 No	
Wednesday	O Yes	🔘 No	
Thursday	O Yes	🔘 No	
Friday	O Yes	🔘 No	
Saturday	• Yes	O No	limited availability
Sunday	• Yes	O No	limited availability

#### Duties

- Interact and provide supervision of children in playroom setting
- Provide bedside activities and companionship
- Help clean toys and equipment and maintain a safe environment in playroom
- Speak with supervisor to discuss current openings
- Must be available throughout the holiday seasons
- SBU students who go home/away during intersession are not eligible

#### **Necessary Skills**

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



# Physical Therapy (In-Patient) U H - 14th floor

Supervisor: Jennifer Reinhardt Telephone: 444-2620

### 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	O Yes	🔘 No	
Tuesday	• Yes	O No	8am-6pm
Wednesday	Yes	O No	8am-6pm
Thursday	🔘 Yes	O No	8am-6pm
Friday	Yes	O No	8:00am-1:00pm only
Saturday	O Yes	🔘 No	
Sunday	O Yes	🔘 No	

#### Duties

- Preparation and cleaning of PT treatment area (stock linens and supplies)
- Clean equipment (example: stairs, mat, tables, walkers, hydrotherapy tanks, etc.)
- Assist with clerical work as needed (ex. answer phones, file, photocopy, data entry )
- Provide assistance to the Physical and/or Occupational Therapist and assistants with pt care
- Transport of supplies and equipment
- Assist with patient transport (ex. pushing IV pole, oxygen cart, etc.
- Must Call Supervisor prior to applying to Volunteer Program Availability is limited

• Recruitment is three times a year only: July for September, November for January, April for June

#### Necessary Skills

- This program is reserved for students intending to apply to PT school only
- Ability to follow instructions correctly and pay attention to detail.
- Use appropriate judgment and exhibit mature behavior



### Physical Therapy (Out-Patient) 33 Research Way - Tech Park, East Setauket

**Supervisor**: Jennifer Kreppein or Margaret Economos **Telephone:** 444-4240

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

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	8 am-7:30pm
Tuesday	Yes	O No	8 am-7:30pm
Wednesday	• Yes	O No	8 am-7:30pm
Thursday	Yes	O No	8 am-7:30pm
Friday	Yes	O No	8 am-7:30pm
Saturday	O Yes	🔘 No	
Sunday	O Yes	🔘 No	

#### Duties

• This volunteer position is designed to introduce the individual to the Physical Therapy profession at a hospital-based, outpatient department. Volunteers will have the opportunity to understand the roles and responsibilities of Physical Therapy.

- To observe physical therapy treatment programs, as administered by a physical therapist and/or physical therapy assistant.
- To assist the clinical staff with patient care as appropriately trained.
- To assist in the cleaning and preparation of patient treatment areas.
- To attend educational sessions given by Physical Therapist Assistants on topics pertaining to physical therapy.
- To assist with clerical duties. Re: photocopying, filing as needed.

#### **Necessary Skills**

• Volunteers will be trained on necessary skills required to perform job duties.

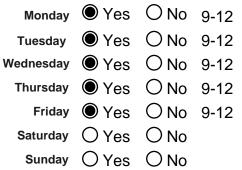


# Pre-Operative Child Life UH Level 4

Supervisor: Courtney Knabbe Telephone: 444-3840

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.



#### Duties

- Unpack and restock scrub cabinets/draws
- Escort family members to and from patient bedside in recovery
- Supervise pediatric patients in playroom
- Clean toys regularly to maintain standards of infection control

**Necessary Skills** 



# Pre-Operative Services 1320 Stony Brook Road Suite E

Supervisor: Amelia Williams Telephone: 444-9246

### This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Help with patient flow and relations
- Clerical : filing, chart preparation, answering phones
- Stocking supplies
- Please Note: Very busy clinic

**Necessary Skills** 

- Good Interpersonal skills
- Computer skills a plus

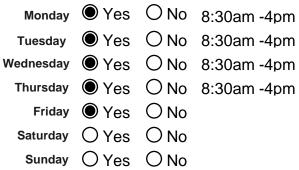


# Quality Measurement & Analytics 31 Research Way Suite 100

Supervisor: Elisa Horbatuk Telephone: 631-444-4492

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.



#### Duties

• Review queries in existing databases to indentify the queries and sequences that map to final report content

- Assist with loading data to database as received from services in a range of formats
- Generate reports as needed

**Necessary Skills** 

- Database querying skills.
- Problem solving, investigative mindset
- Attention to detail



# Radiology Outpatient Holding UH Level 4

Supervisor: Pamela Furlong Telephone: 444-2506

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Assit making charts
- Answer telephones
- Escort patients from waiting area to patient care area
- Distribute warm blankets and snacks to patients
- Provide directions to families: waiting room, cafeteria, restrooms, etc
- Stocking supplies
- Assit with transporting discharged patients
- Delivering specimens

#### **Necessary Skills**

• Must be 16 years of age or older

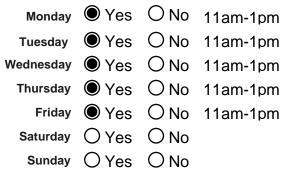


# Regional Perinatal Center Level 5 Room 474

Supervisor: Keisha Butler Telephone: 444-2359

### This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Assemble birthing packets for Birthing Office
- Distribute packets to patients
- Light clerical duties

**Necessary Skills** 

basic clerical skills



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

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

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

Volunteers are needed on these days and at these hours.

Monday	• Yes	O No	7pm-9:30PM
Tuesday	Yes	O No	7pm-9:30PM
Wednesday	Yes	O No	7pm-9:30PM
Thursday	Yes	O No	7pm-9:30PM
Friday	O Yes	🔘 No	
Saturday	O Yes	🔘 No	
Sunday	• Yes	O No	7pm-9:30PM

#### Duties

- Answer phones and take messages
- Pull patient charts for daytime clinic
- Make copies of patient records and box charts for transport to archives
- Assit with inventory control
- Use Word and Excel programs to create reports
- Escort adult and pediatric patients to their rooms and orient the patients to the unit if the Volunteer is on the unit in the evening
- Work with technologists to calibrate testing equipment
- Confirm patient's sleep study appointments by phone and explain procedures

• Assist technologists with Patient's electrode placement if the Volunteer is on the unit in the evening.

#### Necessary Skills

• Filing, some computer skills

Detail oriented

Excellent communication skills



## Speech & Hearing 33 Research Way - Tech Park, East Setauket

**Supervisor**: Kathleen McCloskey or Alicia Prankevicus **Telephone:** 444-4191

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.



#### Duties

- Typing using Microsoft word.
- Filing/Copying
- Answering phones.
- Assisting staff with scheduling.
- Patient observation is available for those interested.

**Necessary Skills** 

- · Good interpersonal and organization skills.
- Some experience with Microsoft word.



# Stepping On Peer Leader Local community events

Supervisor: Kristi Ladowski Telephone: 631-444-8385

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.



#### Duties

- Assit with Stepping On workshop sessions are once a week for 7 weeks
- Demonstrate a commitment and a belief in falls prevention
- Demonstrate strength and balance excercises to group participants.

#### Necessary Skills

- 60 years of age or older
- Must receive training in advance to satisfy requirements of a "Stepping On" peer leader.
- Training sessions are held once a week and are 7 weeks in duration



# Stony Brook Stitchers UH L5

Supervisor: Melissa Shampine Telephone: 631-444-1371

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

Volunteers are needed on these days and at these hours.



#### Duties

- Accept and organize donations of assorted knitted/crotched items.
- Distribute items to Newborn Nursery, NICU, and Cancer Units
- Create Contact lists and log donations via the computer.
- Mail thank you notes
- If interested, help cut up wedding dresses and christening outfits for memory pouches

**Necessary Skills** 

- Make deliveries of baby hats, blankets, etc.
- Basic computer knowledge

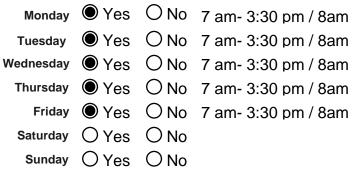


# Supply Management Level 1

Supervisor: Patti Ann Depasquale Telephone: 444-2629

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

• Deliver various supplies to departments/patient care areas throughout the hospital

**Necessary Skills** 

• Must be able to lift 5lbs- 10lbs



# Trauma/Surgery Hospital 9N-30

Supervisor: Kristi Ladowski Telephone: 631-444-8385

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

Monday	🔘 Yes	O No	AM & Afternoon
Tuesday	O Yes	O No	
Wednesday	O Yes	O No	
Thursday	Yes	O No	AM& Afternoon
Friday	O Yes	O No	
Saturday	O Yes	O No	
Sunday	O Yes	O No	

#### Duties

- Organize and maintain supplies for community programs
- Update and distribute program materials
- Collect & enter program information
- Make phone calls
- Other clericall duties as assigned to support injury prevention programs
- No patient interaction

**Necessary Skills** 

• Must be comfortable using a computer and internet use

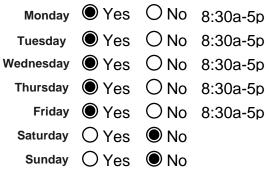


### Urology - Outpatient 24 Research Way, E. Setauket, NY/ Suite 500

Supervisor: Anne Klassert Telephone: 631-444-9712

This assignment requires an interview with the supervisor prior to placement. This position is open to all volunteers.

Volunteers are needed on these days and at these hours.



#### Duties

- Prepare pre-op and educational packets
- Filing
- Shredding

**Necessary Skills**