



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

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 Medicine

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.

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

- 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.

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 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.

- | | | | |
|-----------|--------------------------------------|--------------------------|-----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8:30-4:00 |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | same |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | same |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | same |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | same |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

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

• **Recruitment 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.

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.



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

Duties

- Make contact with patient (and families) upon admission to the hospital
- Apprise patients and families of the availability of chaplains and provide introductory 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

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.



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.

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

Duties

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

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.



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.

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

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

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 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.

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

Duties

- Helping with filing patients charts
- Making appointments

Necessary Skills

- IDX and Filing
- Medical Terminology
- Good with people

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.



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	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8-8:30
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8-8:30
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8-8:30
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8-8:30
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8-8:30
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-6
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10-6

Duties

- Maintaining store cleanliness
- Stocking shelves with candy and merchandise
- Unpacking boxes from new deliveries
- Make deliveries to patients
- Assisting 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.

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: 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 Yes No 8am-6pm
- Tuesday Yes No 8am-4pm
- Wednesday Yes No 8am-6pm
- Thursday Yes No 8am-6pm
- Friday Yes No 8am-6pm
- Saturday Yes No
- Sunday Yes No

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

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.



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.

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

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

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 Medicine

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 | <input type="radio"/> Yes | <input type="radio"/> No | |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9am - Noon |
| 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

- Clerical tasks and run errands from 12 North to the 5th floor Heard Center

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.



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.

- | | | | |
|-----------|--------------------------------------|--------------------------|--------------|
| Monday | <input type="radio"/> Yes | <input type="radio"/> No | Sept to June |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 2:30-6:30pm |
| Wednesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Friday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

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

Necessary Skills

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

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.



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	<input checked="" type="radio"/> Yes	<input type="radio"/> No	7am - 8:30pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	7am - 8:30pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	7am - 8:30pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	7am - 8:30pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	7am - 8:30pm
Saturday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	10am- 8:30 pm
Sunday	<input checked="" type="radio"/> Yes	<input type="radio"/> 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

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.



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.

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

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

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 Medicine

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.

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

Duties

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

Necessary Skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



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.

- | | | | |
|-----------|--------------------------------------|--------------------------|------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11-4 |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

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



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.

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|-----------|--------------------------------------|-------------------------------------|---------|
| 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 checked="" type="radio"/> Yes | <input type="radio"/> No | 9am-3pm |
| Saturday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |

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

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 Medicine

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.

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

Duties

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

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 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.

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

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 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.

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|-----------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-7pm |

Duties

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

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.



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.

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

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

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 (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.

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

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

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.



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 | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Tuesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Wednesday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Thursday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Friday | <input type="radio"/> Yes | <input checked="" type="radio"/> No | |
| Saturday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 6AM-9PM |
| Sunday | <input checked="" type="radio"/> Yes | <input type="radio"/> 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

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.



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.

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

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.

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.



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.

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

Duties

- assist with phones and reception area
- Filing
- Copying forms and letters
- Assist with file cleaning
- Help with mailing

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

U H - L 5

Supervisor: Maria Maquire

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.

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

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

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

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

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: 444-6973

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

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

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.



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

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 (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 Yes No
- Tuesday Yes No 8am-6pm
- Wednesday Yes No 8am-6pm
- Thursday Yes No 8am-6pm
- Friday Yes No 8:00am-1:00pm only
- Saturday Yes No
- Sunday 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

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 (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	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8 am-7:30pm
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

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.

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 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.

- | | | | |
|-----------|--------------------------------------|--------------------------|------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9-12 |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9-12 |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9-12 |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9-12 |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 9-12 |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

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

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 Medicine

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.

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

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

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.



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.

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

Duties

- Review queries in existing databases to identify 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

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.



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.

- | | | | |
|-----------|--------------------------------------|--------------------------|------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 8am-1:30pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

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

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 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.

- | | | | |
|-----------|--------------------------------------|--------------------------|----------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 11am-1pm |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

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

- Light clerical duties

Necessary Skills

- basic clerical skills

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.



Sleep Disorders Center

240 Middle Country Road, Smithtown, NY 11787

Supervisor: Barbara Ludwig-Cull

Telephone: 631-444-2579

This assignment requires an interview with the supervisor prior to placement.

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

Volunteers are needed on these days and at these hours.

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

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 & Hearing

33 Research Way - Tech Park ,East Setauket

Supervisor: Kathleen McCloskey or Alicia Prankevicius

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.

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

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.

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.



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.

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

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

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 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.

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

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

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.



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.

- | | | | |
|-----------|--------------------------------------|--------------------------|---------------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Tuesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Wednesday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Friday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | 7 am- 3:30 pm / 8am |
| Saturday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Sunday | <input type="radio"/> Yes | <input type="radio"/> No | |

Duties

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

Necessary Skills

- Must be able to lift 5lbs- 10lbs

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/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.

Volunteers are needed on these days and at these hours.

- | | | | |
|-----------|--------------------------------------|--------------------------|----------------|
| Monday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | AM & Afternoon |
| Tuesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Wednesday | <input type="radio"/> Yes | <input type="radio"/> No | |
| Thursday | <input checked="" type="radio"/> Yes | <input type="radio"/> No | AM & Afternoon |
| 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

- Organize and maintain supplies for community programs
- Update and distribute program materials
- Collect & enter program information
- Make phone calls
- Other clerical duties as assigned to support injury prevention programs

- No patient interaction

Necessary Skills

- Must be comfortable using a computer and internet use

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 Medicine

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.

Monday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-5p
Tuesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-5p
Wednesday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-5p
Thursday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-5p
Friday	<input checked="" type="radio"/> Yes	<input type="radio"/> No	8:30a-5p
Saturday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	
Sunday	<input type="radio"/> Yes	<input checked="" type="radio"/> No	

Duties

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

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.