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.

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**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.
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  ○ Yes  ○ No  9am-4pm
- Tuesday  ○ Yes  ○ No
- Wednesday  ○ Yes  ○ No
- Thursday  ○ Yes  ○ No  9am-4pm
- Friday  ○ Yes  ○ No
- Saturday  ○ Yes  ○ No
- Sunday  ○ Yes  ○ 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 Center Administration
HSC Deans Office / Level 4-Rm182

**Supervisor:** Lauren Cutaia  
**Telephone:** 631-444-8067

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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**Duties**
- Data Entry
- Scanning
- Copying

**Necessary Skills**
- Computer 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.
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.

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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
- Visit patients in the waiting rooms and infusion
- Deliver snacks
- Help with computer resources
- Data entry and filing as needed

Necessary Skills

- Warm, friendly, compassionate person.

Recruitment Schedule: Students

- 3 hr shifts avail in Fall & Spring. 4-6 hrs shifts avail Summer & Winter break
- Contact Supervisor: May-June for Summer. Aug-Sept for Fall. Nov-Dec for Winter.

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.
Core Lab
UH Level 3 Room 651

Supervisor: Sherin Guirguis
Telephone: Please contact via email

This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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Duties

- Transport lab samples from the ED Stat Lab to the Hematology & Chemistry departments

Necessary Skills

- Contact via e-mail:
- Sherin.Guirguis@stonybrookmedicine.edu

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient's stay at University Hospital as pleasant and comfortable as possible.
Dentistry Spring SESSION One Day Sign-up January 28th
South Campus

Supervisor: Margaret.Bakos@stonybrookmedicine.edu
Telephone:  e-mail only see above address

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

Volunteers are needed on these days and at these hours.

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Duties

• Volunteers will OBSERVE ONLY. No Hands-On Care
• First 4 weeks will begin with General Practice Residency Program.
• Rotation of specialty programs is for four weeks each.
• Specialty programs offered are Periodontics, Orthodontics, Pediatrics
• Volunteers are accepted at the start of each semester ONLY
• Background Check must be done by Volunteer Services prior to dental orientation date
• Volunteers must email 1st & 2nd time slot choice between the hours of 8:30am-5pm on January 28th
• Included in the request must be: full name, phone number and e-mail address
• Requests via phone will not be accepted - e-mail only
• Applicants must be medically cleared and have attended volunteer orientation prior to emailing

Necessary Skills

• One time slot per volunteer per week will be granted based on availability
• Once your request has been reviewed you will be sent an e-mail
• The acceptance e-mail will include: approved time slot & orientation info

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.

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**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.
Emergency Department
UH Level 4

**Supervisor:** Jacqueline Jerome  
**Telephone:** 631-388-2757

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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2pm-10pm

Duties

- Respond to call bell lights
- Comfort rounds on patients
- Inform families of hospital amenities: cafeteria, parking, Starbucks
- Obtain food tray when permitted
- Distribution of ED brochures to families and patients
- Offer families chance to go to restroom, cafeteria, fresh air, and stay with patient for short period of time.
- Stock supplies: wall mounted isolation bins, hand sanitizer

- Supervisors email: jacqueline.jerome@stonybrookmedicine.edu

Necessary Skills

- Upbeat & friendly attitude
- Ability to interact with all types of people and value the difference of all people.

- Must be able to cope effectively with stressful situations and time constraints in

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.

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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.

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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**: No ☐ Yes ☐ 8am-6pm
- **Sunday**: No ☐ Yes ☐

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: Yes  No
- Tuesday: Yes  No
- Wednesday: Yes  No
- Thursday: Yes  No
- Friday: Yes  No
- Saturday:  Yes  No
- Sunday: Yes  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.
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.

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Duties

• Clerical tasks and run errands from 12 North to the 5th floor Heart 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.

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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

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.

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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.

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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.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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Duties

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

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.

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**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 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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**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.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

- **Monday**  Yes  No  11am-7pm
- **Tuesday**  Yes  No  11am-7pm
- **Wednesday**  Yes  No  11am-7pm
- **Thursday**  Yes  No  11am-7pm
- **Friday**  Yes  No  11am-7pm
- **Saturday**  Yes  No  11am-7pm
- **Sunday**  Yes  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.

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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.

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

Supervisor: Myra Intoci
Telephone: 444-2094

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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Duties

- Photocopying invoices
- Filing evaluations & attendance for CME programs
- Data entry of attendance
- Event mailings for various CME programs
- Assist with creating mail merge and powerpoint presentations
- Attend CME program events and assist with registration

Necessary Skills

- Knowledge of Word, Excel, and Powerpoint would be helpful

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.

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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.
Palliative Care
Hospital wide

**Supervisor:** Grace LaTorre/Cynthia Cooke  
**Telephone:** 631-444-2292

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

Volunteers are needed on these days and at these hours.

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**Duties**

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

**Necessary Skills**

Note: Volunteers do not replace paid staff. Each volunteer assignment is designed to supplement and enhance staff functions in order to make each patient’s stay at University Hospital as pleasant and comfortable as possible.
Palliative Care Administration
HSC Level 15 Room 053

**Supervisor:** Grace LaTorre/Cynthia Cooke  
**Telephone:** 631-444-2292

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 ☐ No ☐ 10am - 6pm
- **Tuesday**: Yes ☐ No ☐ 10am - 6pm
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- **Friday**: Yes ☐ No ☐ 10am - 6pm
- **Saturday**: No ☐ Yes ☐ 10am - 6pm
- **Sunday**: No ☐ Yes ☐

**Duties**

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

**Necessary Skills**

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

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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 Liggon  
**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.

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**Duties**

- assist with phones and reception area
- Filing
- Coping 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 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.

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**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.

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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.

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Duties

• Visit patients on various nursing units and provide education on the Patient Portal
• Assist patients with registering for the Stony Brook Medicine Patient Portal

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.

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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.

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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.

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8 am-7:30pm

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.
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 ☐ No ☐ 9-5
- **Tuesday**: Yes ☐ No ☐ 9-5
- **Wednesday**: Yes ☐ No ☐ 9-5
- **Thursday**: Yes ☐ No ☐ 9-5
- **Friday**: Yes ☐ No ☐ 9-5
- **Saturday**: No ☐ Yes ☐ No
- **Sunday**: No ☐ Yes ☐ 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

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

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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.
This position is open to all volunteers.

Volunteers are needed on these days and at these hours.

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Duties

- Assist 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
- Assist 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.

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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 Ludvig-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
- Assist 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 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.

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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 ☐ Yes ☐ No Daytime event
Tuesday ☐ Yes ☐ No Daytime event
Wednesday ☐ Yes ☐ No Daytime event
Thursday ☐ Yes ☐ No Daytime event
Friday ☐ Yes ☐ No Daytime event
Saturday ☐ Yes ☐ No
Sunday ☐ Yes ☐ No

Duties

• Assist 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 exercises 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.
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**: Yes ☐ No ☐ 7 am- 3:30 pm / 8am
- **Tuesday**: Yes ☐ No ☐ 7 am- 3:30 pm / 8am
- **Wednesday**: Yes ☐ No ☐ 7 am- 3:30 pm / 8am
- **Thursday**: Yes ☐ No ☐ 7 am- 3:30 pm / 8am
- **Friday**: Yes ☐ No ☐ 7 am- 3:30 pm / 8am
- **Saturday**: Yes ☐ No ☐
- **Sunday**: Yes ☐ 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.

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**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

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

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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.