

Acute Pain Service UH Level 4

Supervisor: Patty Cozzi **Telephone**: 638-2922

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

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	Day and evening	
Tuesday	Yes	O No	Day and evening	
Wednesday	Yes	O No	Day and evening	
Thursday	Yes	O No	Day and evening	
Friday	Yes	O No	Day and evening	
Saturday	O Yes	O No		
Sunday	O Yes	O No		

Duties

- Talk with patients of the Acute Pain Service
- Distribute distraction materials (coloring books, etc.)

Necessary Skills

- Excellent communication skills
- · Ability to speak with patients in a professional manner



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.

olunteers ar	re needed	d on the	se days and at these hours.
Monday	O Yes	No	
Tuesday	O Yes	No	
Wednesday	O Yes	No	
Thursday	Yes	O No	8 - noon / 9-3 pm
Friday	Yes	O No	8 - noon / 9-3 pm
Saturday	O Yes	O No	
Sunday	O Yes	O No	

Duties

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

Necessary Skills

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

Benefits Office

31 Research Way, Suite 200 Tech Park, E. Setauket

Supervisor: Cassandra Moore or Christine Elfast

Telephone: 444-4754

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

1	Volunteers ar	e needed	on thes	se days and	at these	hours.
	Monday	Yes	\bigcirc No	0am-4nm		

Monday	• Yes	O NO	9am-4pm
Tuesday	Yes	O No	9am-4pm
Wednesday	O Yes	No	
Thursday	Yes	O No	9am-4pm
Friday	O Yes	No	
Saturday	O Yes	No	
Sunday	O 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.



Bone Marrow Transplant Hospital 19 South

Supervisor: Joyce Wiehe/Taylor Andrews

Telephone: 631-444-8294

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

olunteers are needed on these days and at these hours				
Monday	Yes	O No	Flexible	
Tuesday	Yes	O No	Flexible	
Wednesday	Yes	O No	Flexible	
Thursday	Yes	O No	Flexible	
Friday	Yes	O No	Flexible	
Saturday	Yes	O No	Flexible	
Sunday	Yes	O No	Flexible	

Duties

- Provide comfort and distraction from boredom to patients
- Play card games, board games
- Play musical instruments if able
- Engage in art projects
- Read to patients

Necessary Skills



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 ar	e needed	on thes	se days and	at these	hours.
Monday	(Yes	\bigcirc No	0.20 4.00		

Monday	Yes	\bigcirc No	8:30-4:0
Tuesday	Yes	O No	same
Wednesday	Yes	O No	same
Thursday	Yes	O No	same
Friday	Yes	O No	same
Saturday	O Yes	O No	
Sunday	O Yes	O 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

Recruitement Schedule:

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

Necessary Skills

• Warm, friendly, compassionate person.



Cancer Registry 8 Research Way, East Setauket

Supervisor: Xuan Barzilay **Telephone**: 631-444-9847

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	8am-3pm	
Tuesday	Yes	O No	8am-3pm	
Wednesday	Yes	O No	8am-3pm	
Thursday	Yes	O No	8am-3pm	
Friday	Yes	O No	8am-3pm	
Saturday	O Yes	O No		
Sunday	O Yes	O No		

Duties

- Prepare patient follow-uppletters
- Using internet to search patient and physcian information

Necessary Skills



Distribution/Transport Hospital Level 1

Supervisor: Terry Turner **Telephone**: 444-7750

This position is open to all volunteers.

Monday	Yes	O No	Flexible
Tuesday	Yes	O No	"
Wednesday	Yes	O No	"
Thursday	Yes	O No	"
Friday	Yes	O No	"
Saturday	Yes	O No	"
Sunday	Yes	O No	"

Duties

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

Necessary Skills



Emergency Department UH Level 4

Supervisor: Mary Feiler or Patricia Dibella **Telephone**: see e-mail address below

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

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	Open	
Tuesday	O Yes	No	Open	
Wednesday	Yes	O No	Open	
Thursday	Yes	O No	Open	
Friday	Yes	O No	Open	
Saturday	Yes	O No	Open	
Sunday	Yes	\bigcirc No	Onen	

Duties

- Round on patients to offer comfort measures
- Advise families of hospital amenities : cafeteria, starbucks, etc.
- Offer patient amenity kits
- Obtain food trays when permitted
- Stock supplies
- Prior to contacting the supervisor you <u>MUST</u> have received medical clearance from Volunteer Services and have attended volunteer orientation
- Orientation specific to the ED is required. You must make arrangements with Volunteer Services to obtain your background check, badge and jacket prior to orientation.
- Contact: patricia.dibella@stonybrookmedicine.edu
- or mary.feiler@stonybrookmedicine.edu
- No direct patient care is permitted!

Necessary Skills

- Upbeat and friendly attitude
- Ability to deal with people under stress
- Long pants, non-logo tops & sneakers are mandatory



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



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.

Sunday O Yes O No

olunteers are needed on these days and at these hours.					
Monday	Yes	O No	8:30am-5pm		
Tuesday	Yes	O No	8:30am-5pm		
Wednesday	Yes	O No	8:30am-5pm		
Thursday	Yes	O No	8:30am-5pm		
Friday	Yes	O No	8:30am-5pm		
Saturday	O Yes	O No			

Duties

- Helping with filing patients charts
- Making appointments

Necessary Skills

- IDX and Filing
- Medical Terminology
- Good with people



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



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 ar	e needed	d on these days and at these hours.
Monday	Yes	○ No
Tuesday	Yes	○ No
Wednesday	Yes	○ No
Thursday	Yes	○ No
Friday	Yes	○ No
Saturday	O Yes	No
Sunday	O Yes	No 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



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.

plunteers are needed on these days and at these hours.					
Monday	O Yes	O No	Sept to June		
Tuesday	Yes	O No	2:30-6:30pm		
Wednesday	O Yes	O No			
Thursday	O Yes	O No			
Friday	O Yes	O No			
Saturday	O Yes	O No			
Sunday	O Yes	O No			

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



Hospitalist

Office Level 1-791 - assignment hospital wide

Supervisor: Donna Franco **Telephone**: 631-444-8478

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

Volunteers are needed on these days and at these hours.					
Monday	Yes	O No	4 hours daytime		
Tuesday	Yes	O No	4 hours daytime		
Wednesday	Yes	O No	4 hours daytime		
Thursday	Yes	O No	4 hours daytime		
Friday	Yes	O No	4 hours daytime		
Saturday	O Yes	O No			
Sunday	O Yes	O No			

Duties

- Hospitalist Survey Ask patients 5 survey questions regarding communication with their physician
- Enter survey data

Necessary Skills

Ability to communicate with patients and enter data



Imaging Department Cancer Center/Imaging Building

Supervisor: Charles Mazzarese/Anna

Telephone: 638-0601 (Anna)

This position is open to all volunteers.

olunteers are needed on these days and at these hours.					
Monday	Yes	O No	8am-4pm		
Tuesday	Yes	O No	same		
Wednesday	Yes	O No	same		
Thursday	Yes	O No	same		
Friday	Yes	O No	same		
Saturday	O Yes	O No			
Sunday	O Yes	O No			

Duties

- Direct Patients to locations within the building for their appointments
- Assist with mailings, stuff envelopes
- Sort and distribute mail

Necessary Skills

• good communication skills



Information Desk/Elevator Lobby UH Level 5

Supervisor: Karen Myer **Telephone**: 444-1462

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

Volunteers are needed on these days and at these hours.

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

Duties

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

Necessary Skills

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



Language Assistance Services Hospital-Wide

Supervisor: Roseanna Ryan

Telephone: 444-2880

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

Volunteers are needed on these days and at these hours.					
Monday	Yes	O No	9am-4pm		
Tuesday	Yes	O No	9am-4pm		
Wednesday	Yes	O No	9am-4pm		
Thursday	Yes	O No	9am-4pm		
Friday	Yes	O No	9am-4pm		
Saturday	O Yes	O No			
Sunday	O Yes	O 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



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

Duties

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

Necessary Skills



*Mended Hearts Cardiac Hospital 16S (also Putnam Hall 2-3097)

Supervisor: Tonie Forster **Telephone**: 444-7306

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

Volunteers ar	e needed	on thes	se days and	at these hours	
Monday	Yes	\bigcirc No	Eloviblo		

Monday	• Yes	O NO	Flexible
Tuesday	Yes	O No	
Wednesday	Yes	O No	
Thursday	Yes	O No	
Friday	Yes	O No	
Saturday	Yes	O No	
Sunday	Yes	O No	

Duties

- Position open to adults who have had bypass surgery at UHSB
- Will serve as a visitor (trained by mended hearts) in Cardiac Hospital
- Offer support and community resource information to cardiac surgery patients

Necessary Skills

- Good personal communication skills
- Oriented by UH and Mended Hearts



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 o	n these day	s and at these	hours.
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Monday	Yes	O No	11-4
Tuesday	Yes	O No	11-4
Wednesday	Yes	O No	11-4
Thursday	Yes	O No	11-4
Friday	Yes	O No	11-4
Saturday	O Yes	O No	
Sunday	O Yes	O No	

Duties

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

Necessary Skills



Nursing 15 S U H - 15 South

Supervisor: Bini John

Telephone: see contact e-mail below

This position is open to all volunteers.

volunteers are needed on these days and at these nodis.						
Monday	Yes	O No	9am-9pm			
Tuesday	Yes	O No	9am-9pm			
Wednesday	Yes	O No	9am-9pm			
Thursday	Yes	O No	9am-9pm			
Friday	Yes	O No	9am-9pm			

Duties

- EMAIL CONTACT: bini.john@stonybrookmedicine.edu
- Distribute flowers, care for plants and flowers.
- Arranging meal trays by placing food left outside of patient's room onto paper plates and bowls.

Saturday Yes No 9am-9pm Sunday Yes No 9am-9pm

- Distribute ice water to patients.
- Visiting, making phone calls, writing letters, going on errands for the patient
- Distribute mail to patients in conjunction with volunteer nursing unit receptionist.

Necessary Skills

Pleasant and courteous manner with patients.



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.						
Monday	Yes	O No	9am-3pm			
Tuesday	Yes	O No	9am-3pm			
Wednesday	Yes	O No	9am-3pm			
Thursday	Yes	O No	9am-3pm			
Friday	Yes	O No	9am-3pm			
Saturday	O Yes	No				
Sunday	O Yes	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



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.

١	Volunteers are neede	ed on these c	lays and	at these	hours.
	A 14	\bigcirc			

Monday	Yes	\bigcirc No	Flexible
Tuesday	Yes	O No	Flexible
Wednesday	Yes	O No	Flexible
Thursday	Yes	O No	Flexible
Friday	Yes	O No	Flexible
Saturday	Yes	O No	Flexible
Sunday	Yes	O No	Flexible

Duties

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

Necessary Skills



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

Supervisor: Joyce Wiehe **Telephone**: 444-8294

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

Volunteers are needed on these days and at these hours.					
Monday	Yes	O No	8:30am -4pm		
Tuesday	Yes	O No	8:30am -4pm		
Wednesday	Yes	O No	8:30am -4pm		
Thursday	Yes	O No	8:30am -4pm		
Friday	Yes	O No	8:30am -4pm		
Saturday	O Yes	No			
Sunday	O Yes	No			

Duties

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

Necessary Skills

Ability to follow directions



Nursing Ante & Post Partum UH 5&6

Supervisor: Robertha Johnson & Wanda Davila

Telephone: 444-2182/444-2103

This position is open to all volunteers.

volunteers are needed on these days and at these nours.						
Monday	Yes	O No	11am-7pm			
Tuesday	Yes	O No	11am-7pm			
Wednesday	Yes	O No	11am-7pm			
Thursday	Yes	O No	11am-7pm			
Friday	Yes	O No	11am-7pm			
Saturday	Yes	O No	11am-7pm			

Sunday Yes No 11am-7pm

Duties

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

Necessary Skills



Nutrition (Family Med) Rooftop Garden HSC L3 Room 086

Supervisor: Annemarie Ng, MS RD

Telephone: 444-8245

This position is open to all volunteers.

olunteers ar	e neede	d on the	se days and at these hours.
Monday	Yes	O No	Flexible
Tuesday	Yes	O No	
Wednesday	Yes	O No	
Thursday	Yes	O No	
Friday	Yes	O No	
Saturday	O Yes	O No	
Sunday	O Yes	O 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



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.

olunteers are needed on these days and at these hour					
Monday	Yes	O No	as needed		
Tuesday	Yes	O No	as needed		
Wednesday	Yes	O No	as needed		
Thursday	Yes	O No	as needed		
Friday	Yes	O No	as needed		
Saturday	O Yes	No			

Duties

• This assignment is for people interested in fulfilling prerequisites for OT school.

Sunday O Yes No

- 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



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.						
Monday	Yes	O No	flexible hours M-F			
Tuesday	Yes	O No				
Wednesday	Yes	O No				
Thursday	Yes	O No				
Friday	Yes	O No				
Saturday	O Yes	No				
Sunday	O Yes	No				

Duties

- Photocopying invoices
- Filing evaluations & attendance for CME programs
- Data entry of attendance
- Event mailings for various CME prgorams
- 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



PACU Level 4 Hospital/ 04L5

Supervisor: Catherine.Jannace@stonybrookmedicine.edu

Telephone: see email above

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

olunteers ar	e needed	on the	se days and a	at tnese n	ours.
Monday	O Yes	No			
Tuesday	O Yes	No			
Wednesday	O Yes	No			
Thursday	O Yes	No			
Friday	O Yes	No			
Saturday	Yes	O No	6AM-9PM		
Sunday	Yes	O No	6 AM-9PM		

Duties

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

Necessary Skills



Pathology **UH-L2**

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.

/olunteers are needed on these days and at these hours.			
Monday	Yes	O No	8am-5pm
Tuesday	Yes	O No	8am-5pm
Wednesday	Yes	O No	8am-5pm
Thursday	Yes	O No	8am-5pm
Friday	Yes	O No	8am-5pm

Saturday O Yes No

Sunday O Yes 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.



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 ar	e neede	d on these days and at these hours.
Monday	Yes	○ No
Tuesday	Yes	○ No
Wednesday	Yes	○ No
Thursday	Yes	○ No
Friday	Yes	○ No
Saturday	O Yes	○ No
Sunday	O Yes	○ No

Duties

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

Necessary Skills



Patient Access

UH-L5

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.			
Monday	Yes	O No	9am-4pm
Tuesday	Yes	O No	9am-4pm
Wednesday	Yes	O No	9am-4pm
Thursday	Yes	O No	9am-4pm
Friday	Yes	O No	9am-4pm
Saturday	O Yes	No	

Duties

· Alphabetize loose papers for scanning in an electronic filing system

Sunday O Yes No

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

Necessary Skills

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



Patient Advocacy Hospital Wide

Supervisor: Roseanna Ryan

Telephone: 444-2880

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

Volunteers are needed on these days and at these hours.			
Monday	Yes	O No	8am - 4pm
Tuesday	Yes	O No	8am - 4pm
Wednesday	Yes	O No	8am - 4pm
Thursday	Yes	O No	8am - 4pm
Friday	Yes	O No	8am - 4pm
Saturday	O Yes	O No	
Sunday	O Yes	O No	

Duties

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

Necessary Skills

• Good communication skills



Patient Education Various Hospital Units

Supervisor: Rose Cardin, MSN, RN

Telephone: 444-6973

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

Volunteers are needed on these days and at these hours.			
Monday	Yes	O No	flexible
Tuesday	Yes	O No	flexible
Wednesday	Yes	O No	flexible
Thursday	Yes	O No	flexible
Friday	Yes	O No	flexible
Saturday	Yes	O No	flexible
Sunday	Yes	\bigcirc No	flexible

Duties

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

Necessary Skills

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



Pediatrics - Outpatient suite 7 Cancer Center/Imaging Building

Supervisor: Lauren Sharaby, Child Life Specialist

Telephone: 638-0984

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

olunteers are needed on these days and at these hours.			
Monday	Yes	O No	9am-5pm
Tuesday	Yes	O No	9am-6pm
Wednesday	Yes	O No	9am-6pm
Thursday	Yes	O No	9am-6pm
Friday	Yes	\bigcirc No	8am-2pm

Saturday O Yes O No Sunday O Yes O No

Duties

- To supervise activities for Pediatric patients in waiting area of Cancer center.
- To interact with children of all ages that are waiting for their clinic visit/ as well as their siblings.
- To maintain a clean and safe environment for the patients.
- Cleaning toys and materials used during the session and keeping activities organized.
- Shifts are available in 3 hour shifts must choose the same/day time every week
- Minimum commitment of 100 hours

Necessary Skills

• Responsible, dependable, outgoing, independent, extrovert



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.

olunteers are needed on these days and at these nours.				
Monday	O Yes	No		
Tuesday	Yes	O No	8am-6pm	
Wednesday	Yes	O No	8am-6pm	
Thursday	Yes	O No	8am-6pm	
Friday	Yes	O No	8:00am-1:00pm only	
Saturday	O Yes	No		
Sunday	O Yes	No		

Duties

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

Necessary Skills

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



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

Supervisor: Jennifer Kreppein or Margaret Economos

Telephone: 444-4240

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

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	8 am-7:30pm	
Tuesday	Yes	O No	8 am-7:30pm	
Wednesday	Yes	O No	8 am-7:30pm	
Thursday	Yes	O No	8 am-7:30pm	
Friday	Yes	O No	8 am-7:30pm	
Saturday	O Yes	No		

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.

Sunday O Yes No.

- To assist in the cleaning and preparation of patient treatment areas.
- To attend educational sessions given by Physical Therapist Assistants on topics pertaining to physical therapy.
- To assist with clerical duties. Re: photocopying, filing as needed.

Necessary Skills

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



Pre-Surgical Admissions Level 4 Hospital

Supervisor: Michelle Nieman/ Annette Donnelly

Telephone: 444-1002

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

olunteers are needed on these days and at these hours				
Monday	Yes	O No	7AM-7PM	
Tuesday	Yes	O No	7AM-7PM	
Wednesday	Yes	O No	7AM-7PM	
Thursday	Yes	O No	7AM-7PM	
Friday	Yes	O No	7AM-7PM	
Saturday	O Yes	O No		

Duties

- Assemble paperwork and put in envelopes
- Make charts, labels, Welcome & Discharge packets
- Make patient belongings bags with gown, hat and slippers
- Put away paper/clerical supplies in back shelves and organize stock

Sunday O Yes O No

- Wipe down equipment, prepare stretchers
- Escort patients and families into unit
- Distribute magazines, read to patients or keep complany with patients if patient desires
- Assist with stocking patient nourishment and make deliveries of such to patients
- Provide support to the Nursing Station

Necessary Skills



Radiology Outpatient Holding UH Level 4

Supervisor: Pamela Furlong

Telephone: 444-2506

This position is open to all volunteers.

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	8am-1:30pm	
Tuesday	Yes	O No	8am-1:30pm	
Wednesday	Yes	O No	8am-1:30pm	
Thursday	Yes	O No	8am-1:30pm	
Friday	Yes	O No	8am-1:30pm	
Saturday	O Yes	O No		
Sunday	O Yes	\bigcirc 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



Regional Perinatal Center Level 5 Room 474

Supervisor: Keisha Butler **Telephone**: 444-2359

This position is open to all volunteers.

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	11am-1pm	
Tuesday	Yes	O No	11am-1pm	
Wednesday	Yes	O No	11am-1pm	
Thursday	Yes	O No	11am-1pm	
Friday	Yes	O No	11am-1pm	
Saturday	O Yes	O No		
Sunday	O Yes	\bigcirc No		

Duties

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

Necessary Skills

• basic clerical skills



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

Supervisor: Barbara Ludwig-Cull

Telephone: 631-444-2579

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

Volunteers are needed on these days and at these hours.

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

Duties

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

Necessary Skills

Filing, some computer skills
 Detail oriented
 Excellent communication skills



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

Sunday O Yes No.

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.

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	8:30am-5pm	
Tuesday	Yes	O No	8:30am-5pm	
Wednesday	Yes	O No	8:30am-5pm	
Thursday	Yes	O No	8:30am-5pm	
Friday	Yes	O No	8:30am-5pm	
Saturday	O Yes	No		

Duties

• Typing using Microsoft word.

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

Necessary Skills

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



Stepping On Peer Leader Local community events

V

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.

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	Daytime event	
Tuesday	Yes	O No	Daytime event	
Wednesday	Yes	O No	Daytime event	
Thursday	Yes	O No	Daytime event	
Friday	Yes	O No	Daytime event	
Saturday	O Yes	O No		
Sunday	O Yes	O 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



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.

olunteers ar	e needed	on the	se days and at these nours.
Monday	Yes	O No	7 am- 3:30 pm / 8am
Tuesday	Yes	O No	7 am- 3:30 pm / 8am
Wednesday	Yes	O No	7 am- 3:30 pm / 8am
Thursday	Yes	O No	7 am- 3:30 pm / 8am
Friday	Yes	O No	7 am- 3:30 pm / 8am
Saturday	O Yes	O No	
Sunday	O Yes	O No	

Duties

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

Necessary Skills

• Must be able to lift 5lbs- 10lbs



Surgery Clinic 37 Research Way, Tech Park

Supervisor: Janet Trabosh **Telephone**: 444-4277

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

plunteers are needed on these days and at these hours.				
Monday	Yes	O No	8:30 - 5	
Tuesday	Yes	O No	same	
Wednesday	Yes	O No	same	
Thursday	Yes	O No	same	
Friday	Yes	O No	same	
Saturday	O Yes	O No		
Sunday	O Yes	O No		

Duties

• Filing

Necessary Skills

Basic alphabetizing



Surgical Waiting Room UH Level 4

Supervisor: Chris DiRusso **Telephone**: 631-4875081

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

Volunteers are needed on these days and at these hours.				
Monday	Yes	O No	9am - 6pm	
Tuesday	Yes	O No	9am - 6pm	
Wednesday	Yes	O No	9am - 6pm	
Thursday	Yes	O No	9am - 6pm	
Friday	Yes	O No	9am - 6pm	
Saturday	O Yes	No		
Sunday	O Yes	No		

Duties

- Escort family members to recovery area to visit patient
- Wiping of chairs and flat surfaces to maintain a clean enviornment
- Dispose of waste left behind t in proper receptacles (newspapers, paper cups, etc.)
- Answer phones
- File paperwork
- Transport equipment
- Stock Supplies

Necessary Skills

- Call during business hours only M-F 9am-5pm
- Do not call after hours, weekends, or holidays
- No text messages will be accepted.



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

Duties

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

Necessary Skills

Must be comfortable using a computer and internet use



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

Sunday O Yes No

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.

olunteers are needed on these days and at these hours.				
Monday	Yes	O No	8:30a-5p	
Tuesday	Yes	O No	8:30a-5p	
Wednesday	Yes	O No	8:30a-5p	
Thursday	Yes	O No	8:30a-5p	
Friday	Yes	O No	8:30a-5p	
Saturday	O Yes	No		

Duties

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

Necessary Skills



Volunteer Services UH L2 Rm. 600

Supervisor: Kathy Kress

Telephone: see e-mail address below

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

Volunteers are needed on these days and at these hours			
Monday	Yes	O No	8:30am-4:30pm
Tuesday	O Yes	No	
Wednesday	Yes	O No	8:30am-4:30pm
Thursday	O Yes	No	
Friday	O Yes	No	
Saturday	O Yes	No	
Sunday	O Yes	No	

Duties

- Looking for a mature volunteer 17yrs or older
- Answering phone inquiries/making telephone calls.
- Scaning and renaming documents
- Assist with the Application process
- Filing accurately
- Contact: kathleen.kress@stonybrookmedicine.edu

Necessary Skills

- Must be able to alphabetize
- Basic computer knowledge