



American Red Cross  
Celebrating 125 Years of Service



## AMERICAN RED CROSS VOLUNTEER HOSPITAL POSITIONS

### Red Cross Volunteers are a work of Heart!

Volunteerism, the more one puts into it, the more one gets out. The American Red Cross is responsible for placing volunteers in the Naval Medical Center, Portsmouth. There are positions available across a wide spectrum of services at the hospital. Both the Red Cross and the Hospital will provide training to many persons with all types and levels of skills, professional and non-professional.

Individuals interested in volunteering must have a Military ID card to enter the Navy Medical Center Portsmouth, and be at least 18 years of age. Volunteers attend Red Cross Orientation and just like an employee in the hospital, are expected to take the Hospital Command Orientation. They are required to have a PPD skin test for tuberculosis (free) and depending upon the area in which they are volunteering, a Hepatitis B immunization. They also must read and understand the HIPAA (Health Insurance Portability and Accountability Act) training manual.

Opportunities exist for volunteers across a wide spectrum. Time commitments can vary from 4 hours to as many as desired.

**Contact: American Red Cross 757-953-5435**

### Volunteer Hospital Positions

A full list of positions and all Applications can be found at the Red Cross Office, Building 3, 4<sup>th</sup> floor, room 4.1-147. Positions can be for week days, evening or weekends. For more information, contact Chairman of Volunteers NMCP at 757-953-5435. Samplings of volunteer positions available are as follows:

- **Greeters at the Information Desks:** both floors are in need at all times, but particularly Monday through Friday from 7:00 A.M. to 4:00 P.M. Answering questions and directing patients to various parts of the hospital are some of the duties performed.
- **Administrative Assistants in Clinics:** Volunteers would perform mostly administrative functions. Due to downsizing and deployments, opportunities are available in most clinics and help is desperately needed. Basic computer skills are desirable but may not be required.
- **Surgical Waiting Room:** Receptionists enhance customer satisfaction by communicating with family and nursing staff. Volunteers provide accurate and efficient relay of information regarding patient location and status. The receptionist is responsible for answering the phone, liaison with the

charge nurse on the status of the patient, and escorting family members to the bedside in the post-anesthesia care unit.

- **Ambulatory Surgery Center:** Duties could include data entry, collection and retrieval, answering phones, meeting and greeting patients, taking vital signs, assisting patients into hospital gowns for surgery. Effective communication skills are required.
- **Cholesterol Monitoring:** Assist the Cholesterol Program Manager in making follow – up communications and capturing important data needed to support the program. Prefer RN or LPNs, which are professional positions.
- **Allergy Clinic:** Duties for this department include filing, retrieve and or copy records converse with patients and assist with clerical duties at front desk.
- **Ambulatory Infusion:** Assist patients with ordering lunch, locating wheelchairs for transport, greeting patients upon check in and keep waiting area in order. Assist unit staff in delivering and picking up lab and pharmacy items.
- **Internal Medicine:** Volunteers are needed to aid in assisting office staff to keep the clinic patient care flowing in a timely manner, filing and assisting with organizing educational material.
- **Endocrinology Clinic:** Assemble charts and packets for the Adult Self Management Education Class, assist with filing and copying material for office staff.
- **Labor & Delivery:** Answer and Initiate phone calls, escort patients, assist staff with filing, checking patients into ward and keep patients posted on status of wait time.
- **Emergency Room Assistant:** Help family and friends find patients, assist with administrative tasks, liaison between Triage and the main ER and Urgent Care.
- **Nutrition Assistant:** Help to update nutrition education materials, provide support for health fairs and special nutrition projects such a National Nutrition Month. Qualifications require a minimum of two years college in nutrition, basic computer skills, knowledge of medical terminology, follow direction and work independently.