



## Job Description Virtual Patient Greeter Volunteer

**FLSA STATUS:** Volunteer

**PRIMARY FUNCTIONS:** The Virtual Patient Greeter Volunteer provides an alternate form of entertainment for patients and their families while waiting to be seen by a clinician or while viewing our social content. The volunteers are to engage with patients by starting in a recorded version of the reading of a story and/or doing educational crafts and games.

**REPORTS TO:** Reports directly to the Patient Experience Manager

**SUPERVISORY RESPONSIBILITIES:** None

**ESSENTIAL FUNCTIONS OF THE JOB:** *(This list may not include all of the duties that may be assigned.)*

1. Keep children entertained while in the office waiting room
2. Invite children to join reading, arts, craft and other activities
3. Instruct children on a daily activity
4. Communicate supply inventory with volunteer coordinator
5. Follow any HIPPA, OSHA and Safety requirements for rooms and documentation.

**TYPICAL WORKING CONDITIONS:** Requires full range of body motion. Manual and finger dexterity and eye-hand coordination. Requires an electronic device capable of video recording. Occasionally lifts and carries item weighing up to one to five pounds, such as books and craft supplies. Requires corrected vision and hearing to normal range.

**PERFORMANCE REQUIREMENTS:**

Adhere to all organizational information security policies and protect all sensitive information including but not limited to ePHI and PHI in accordance with organizational policy, Federal, State, and local regulations.

**Education:** Current High School Attendee age 15 or older.

**Licensure/Certification:** None

**Experience:** Prefer experience in volunteering with young children. (Not mandatory)

**Knowledge, Skills & Abilities:**

Volunteers should be outgoing and be able to initiate conversation, engage families to participate, think outside of scheduled activities and create different activities with supplies at hand.

The foregoing description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with the job. It is intended to be an accurate reflection of the general nature of level of the job.

I have read the above job description and my supervisor has discussed it with me and I understand the responsibilities of the job for which I have been hired. I acknowledge that I have assumed responsibility for carrying out these tasks to the best of my ability and accordance with company policies.

\_\_\_\_\_  
Date Received

\_\_\_\_\_  
Date Discussed

\_\_\_\_\_  
Volunteer Name (Print)

\_\_\_\_\_  
Human Resources

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Guardian Signature (if under 18)

\_\_\_\_\_  
Supervisor Signature