



## Job Description – Volunteer Coordinator

### **Expectations of all HRRV Employees**

Support the mission, vision and values through unequalled quality patient care, professional competence, collaboration, communication, innovation, accountability, ownership and provide support to the entire agency regardless of their primary office location.

### **Position Summary**

Coordination of volunteer services for hospice patients and families including recruitment, screening, training, assignments, supervision and support of volunteers in coordination with the interdisciplinary team (IDT).

### **Qualifications**

- Bachelor of science in human services or healthcare related field preferred
- Minimum of one year of professional experience with coordination of volunteers, healthcare or human services environment preferred
- Strong interpersonal and relationship skills, attention to detail and multitasking skills required

### **Certifications, Licenses, Registrations Required**

- Current drivers license and auto insurance

### **Physical Requirements/Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk; occasionally required to stoop, kneel, or crouch. The employee is frequently required to sit for extended periods of time. The employee must regularly lift and/or move up to ten pounds, occasionally lift and/or move up to twenty pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and adjust focus. The work environment is primarily an office setting.