

**Current Volunteer Opportunities
As of January, 2020**

Volunteering is good for your health ...

Book Cart / Newspapers / Magazines – The volunteer office maintains a “comfort cart” that contains gently used novels / magazines; coloring books, puzzles, crocheted-knitted lap blankets. Volunteers are needed to round the patient rooms or nursing units to deliver newspapers, offer “free” diversional items and to visit with our patients. Current openings: No openings at this time

***** Volunteer Services Office Wish List ***** – To help support our mission, we welcome donations for our patient comfort cart. Items such as recent magazines; puzzle books – word searches – crossword puzzles; Adult coloring books, colored pencils; crocheted / knitted lap blankets. Donations of yarn are welcome! Please call 609-631-6981 for more information on how to donate. Thank you!***

Central Sterile Supply Runners – Deliver surgical equipment to the operating rooms. Must be comfortable with periods of walking and standing. Current openings: Mondays 7:30 to 11:30, Tuesdays 7:30 to 11:30; Wednesdays 7:30 to 11:30, Thursdays 7:30 to 11:30, Fridays 7:30 to 11:30. Training is provided.

Emergency Department / Patient Transport – Ideal for retired healthcare professional or retired nurse, retired adult or committed college student – Position requires compassion, empathy, “people” and a desire to help. Assist with wheelchair and stretcher transport of patients to and from the emergency room to testing sites and outpatient services. Under the supervision of the Charge Nurse, round on patients and waiting room, providing comfort and keeping patients and families informed. Tidy treatment areas, restock supplies at bedside, refill glove boxes, refill blanket warmer, monitor linen cart, department errands to lab, and assist with navigation of guests to various areas of the hospital. Must be comfortable with periods of walking, standing and pushing and have strong communication and customer service abilities. **Training is provided on Monday and Wednesday mornings only.** Patient transport volunteers will have occasion to utilize the Staxi Patient Transport system. Please visit www.staxi.com for a product / equipment demonstration. Current openings: Mondays 4 pm to 8 pm; Tuesdays Noon to 4 pm; Wednesdays Noon to 4 pm, 4 pm to 8 pm; Fridays Noon to 4 pm, 4 pm to 8 pm.

Gift Shop – Customer service interactions with patients, visitors and staff. Popular items for purchase are balloons, flowers, plants, candy, magazines, books, greeting cards and an assortment of other gift ideas. We even sell Lottery ! If you enjoy people and are friendly and caring, please consider sharing your “million dollar smile” with us. Gift Shop volunteers are required to join the RWJ Hamilton Auxiliary. Current openings: Tuesdays 1 pm to 5 pm; Fridays 9 am to 1 pm; Fridays 1 pm to 5 pm. The ability to substitute for other shifts as needed is highly desirable.

Main Information Desk – Reception – Front line position for a person who has an outgoing demeanor and the ability to provide strong customer service ... Greet hospital visitors and guests, answer patient information telephone lines, provide patient room #'s and destination information. Greet all other hospital visitors / patients and provide assistance as needed. Background in customer service is required. Extensive training is provided. Current Openings: Substitutes needed for various shifts.

Nursing / Patient Care Units – (Ideal for retired adult, retired healthcare professional / nurse, or committed college student pursuing healthcare) – Position requires compassion, empathy, “people” skills and a desire to help others. Regular rounding on patients to determine needs, comfort measures, monitor safety. As

needed, assist patients with ordering meals, set up, opening containers, feeding or providing companionship during meals. Answer patient call lights and relay messages to clinical staff. Provide visitation and companionship to patients, distribute newspapers, magazines, distribute puzzles and other activities if requested. Assist with patient discharges from the unit. Must be comfortable with periods of walking, standing and pushing and have strong customer service abilities. Training is provided. Current openings – Mondays, Tuesdays, Thursdays, Fridays 10 am to 1 pm

Patient / Family Navigator(s) – Main Information Desk – Front line position requiring strong people skills and service abilities; friendly, outgoing demeanor ... kindness, helpfulness and the desire to be active. Assist / escort patients to outpatient testing sites; assist visitors to patient rooms and guests to hospital departments. Deliver flowers to patient rooms / hospital departments. Morning delivery of newspapers to hospital departments and nursing units. The volunteer should be comfortable with periods of standing and walking with occasional pushing of wheelchairs. Training is provided. A willingness to cross train at the information desk is desirable. Current openings – Mondays Noon to 4 pm; Tuesdays Noon to 4 pm; Fridays Noon to 4 pm.

Patient / Family Navigator(s) – Central Registration – Highly visible position requiring an outgoing and friendly demeanor and the ability to provide strong customer service ... kindness, helpfulness and the desire to be active. Greet, direct, escort outpatients to testing sites and surgical patients to surgical areas. The ability to assist a patient or visitor with wheelchair transport is required. We utilize Staxi Patient Transport chairs. Please visit www.staxi.com for a product / equipment demonstration. The volunteer should be comfortable with periods of standing, walking and pushing. Training is provided. Current openings – Weekdays - Early start times are available and needed from 6 am to 8 am to assist with early morning surgical schedules.

Rehabilitation – (Physical / Occupational Therapy) – Provide professional staff with indirect patient care assistance: greet the patients and provide customer service, prepare hot packs, organize treatment areas, restock, fold linen, assist department with clerical tasks. Outpatient locations – Mercerville, Lawrenceville, Ewing, Columbus. Current openings – Call volunteer office at 609-631-6981 to discuss opportunities

Same Day Surgery – Surgery South – A volunteer presence is requested in Surgery South Same Day Surgery area. Welcome patients, assist with room preparation, act as a liaison between staff, physicians and family members. Assist with dispensing food and beverages and providing other comfort measures. Run errands and make deliveries to the lab. Discharge patients to their cars via wheelchair. Current openings – Tuesdays 8 am to noon

Surgery South Waiting Area – A volunteer presence is requested at Surgery South check-in to serve as liaison between nursing staff, physicians and patients / families. Greet patients and family members; notify nursing that patient has arrived; Orient family members to elevators, restrooms, provide directions to cafeteria. Assist visitors with wayfinding. Current openings – Mondays 8 am to Noon; Wednesdays 8 am to Noon.

Surgery South / Endoscopy – Colonoscopy – Active volunteer position providing customer service and assisting the Endoscopy nursing areas, welcoming patients, discharging patients to their cars, running errands to the hospital lab. Under nursing supervision, provide light food and beverage to patients after procedures. Current openings – No openings at this time.

Surgery North Waiting Area – A volunteer presence is requested at Surgery North check-in to serve as liaison between nursing staff, physicians and patients / families. Escort family members from Surgery North check-in to the waiting room. Orient the family members to elevators, stairs, restrooms, Gift shop and hospital

cafeteria. Escort family members from waiting room back to Surgery North when called. Assist hospital visitors with way-finding. Current openings – Mondays 8 am to Noon; Wednesdays 8 am to Noon; Fridays 8 am to Noon.

GENERAL OFFICE / CLERICAL ASSISTANCE for hospital departments:

Cancer Institute of New Jersey – No openings at this time

Community Education – located at RWJ Fitness and Wellness Center, 3100 Quakerbridge Road
Office Assistance - Program Registration – Assist with routine office duties ... photocopying, preparing and collating handouts / folders / binders for class participants. Make reminder phone calls to class registrants. Assist with program registration during mornings / afternoons. This opportunity is ideal for a retired professional. Current Openings – Flexible one morning / afternoon per week
KIDS in the KITCHEN - Once monthly Friday night class – 6 pm to 8:30 pm. Kids (6+) and parents attend together. Assist the dietician with food preparation and assist with class flow. Openings: No openings at this time.

Main Lab – Front desk position. Greet patients coming to request a copy of recent blood work. Answer telephones and take messages. Scanning, filing and other light clerical tasks. Current openings – No openings at this time.

Medical Staff Office – Filing, sorting, scanning, faxing, computer data entry with a high degree of accuracy and professionalism. Current openings – No openings at this time.

RWJ Hamilton Auxiliary – The Auxiliary works with RWJ Hamilton to provide vital financial support to the hospital. The Auxiliary's annual monetary gift is raised from various fundraisers and events. Membership is required with annual dues of \$12. If interested, members of the RWJ Hamilton Auxiliary are eligible to volunteer in the hospital gift shop. In addition to fundraising events and activities, some of the members meet the third Friday of the month for lunch to craft soft, cuddly teddy bears for pediatric patients of the emergency department.

Bedside Harp® - Volunteer internships are available at RWJ Hamilton through Bedside Harp® after completion of instructional folk harp classes, therapy training and certification. To learn more, visit www.bedsideharp.com or call 609.273.0068. All classes are held at RWJ Fitness & Wellness Center.

*****Pet Therapy***** – Volunteer opportunities are available and very much needed for certified pet therapy dogs and handlers to visit our patients at the Cancer Institute at RWJ Hamilton and select inpatient hospital units. Patient visitation training will be provided. Volunteer time spent is usually 1 to 1.5 hours per week***

For more information on how to certify your dog, Google: Therapy Dogs International, Alliance of Therapy Dogs or Bright and Beautiful Dogs. Once certified, the handler provides documentation and applies to become a hospital volunteer.

*****Reiki***** – Minimum requirement – Level II Reiki certification. Copy of certificate is required. Information on how to become certified is available in the RWJ Hamilton Healthy Together magazine. Current openings – Weekdays inpatient nursing units beginning at 1 pm***

50+ Charity Knitting Club – Knitters make lap blankets for hospital patients and cancer outpatients. Experienced knitters at all levels are welcome to participate. Location: RWJ Fitness and Wellness Center, 3100 Quaker Bridge Road, Mercerville, NJ 08619

How to Become a Volunteer:

For information on how to become a volunteer, contact the volunteer office at **609.631.6981** to arrange for an application. Applications are available to those individuals who are willing to make a commitment to the hospital of one year and a minimum of 100 hours. Unfortunately, our program requires a full year commitment. As such, summer only (or other school breaks) opportunities do not apply.

If you have an interest or skill to offer RWJ Hamilton that you do not see on this list, please feel free to call the volunteer office at 609.631.6981 to discuss.