

**GEORGE E. WAHLEN DEPARTMENT OF VETERANS AFFAIRS MEDICAL CENTER
VA SALT LAKE CITY HEALTH CARE SYSTEM
VOLUNTEER OPPORTUNITIES**

Call (801) 584-1241 [Select Option 1 or Option 2]

Title	Time	Assignment	Qualifications
Audiology Clinic Helper	Mon-Fri 8-4:30 pm	Reviews files for previous patient audiograms.	Good typing and computer skills and be experienced in Microsoft Word. Good people skills; no dyslexia.
Clinic Admin. Helper • Red Clinic • Blue Clinic • Mental Health Clinic • Dental Clinic • Audiology Clinic • Neuro, Derm Clinic • Ogden Clinic • St. George Clinic	Mon-Fri 8-4:30 pm Flexible	Making appointment reminder calls to patients; processing consults; perform other administrative duties (i.e. file charts, stock rooms, mail outs, answer phones, make copies) <i>Note: Volunteer will be assigned to the clinic closest to their home if possible.</i>	Good telephone and people skills. No dyslexia. Ability to learn clinic scheduling procedures and have good typing and computer skills.
Clerical Assistant Director's Office	Varies	Assist with phones, visitors, mail. Some clerical typing.	Pleasant personality, good typing skills, customer service skills.
Escort Helpers	Mon-Fri 8:00 to 4:30	Transporting patients to x-ray or pharmacy either by wheelchair or stretcher; transporting specimens to lab; helping patients with prescriptions during weekends.	Must be able to lift 30-50 lbs if possible. Must be able to move patients on stretchers and in wheelchairs. (if not – let us know so that we can accommodate disability)
Courtesy Cart Driver (golf cart – am and pm shifts available)	Mon-Fri 8 am-12 pm and 12 pm-4 pm	Drive indoor courtesy cart to transport disabled Veterans, spouses & visitors to appointments and the canteen.	Ability to drive slowly and safely and have a pleasant personality. Good eyesight and hearing a must. (4 hour shifts).
Document Scanner (MCCR)	Mon-Fri 8 am-12 pm and 12 pm-4 pm	Scanning documents to organize files and scan documents to a disk. High volume access to patient protected information.	Must have good computer skills, HIPAA compliance imperative and ability to follow directions. Will provide training.
EMG Clinic Helper	Mon-Fri 12-3:30 pm	Call patients to remind them of appointments. File completed EMG studies.	No dyslexia. Good hearing and speaking voice and knowledge of the alphabet.
Employee Clothing Room Assistant	*Flexible Weekdays	Assist at window, hand out clothes and some filing.	People skills and good mobility.
Gardening Helper	*Flexible Weekdays	Gem Court Healing Grounds Gardener	General gardening skills. Help in the greenhouse. Training will be provided.
GI Clinic Helper	Mon and Tues	Prepare outgoing mail; manage wait list; keep files current.	Good spelling and organization skills.
GI Lab Helper	MWF 9- 2pm *Flexible	Filing, prepare outgoing patient mail, make reminder telephone calls to patients, and copying information.	Good telephone and people skills and no dyslexia.
Greeter	*Flexible Weekdays	Greet veterans at front entrance; Helps veterans into/out of wheel chairs.	Friendly personality, physically strong.
Human Resources Admin Helper	Mon-Fri 8-4:30 pm	Typing, filing, errands, answering phone, misc. admin responsibilities.	Typing and computer skills.
Information Desk Greeter	Daily 8-12 pm or 12-4 pm	Assist patients/visitors with inquiries, give directions, answer phones.	Excellent people skills, familiar with medical center and have a pleasant personality.

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Laundry Helper	*Flexible Weekdays 7-3:30 pm	Fold and stamp linens. Straighten closets on wards. Organize storerooms.	Good mobility. Ability to follow directions.
Library Helper	*Flexible Weekdays	Take book cart to the wards.	Enjoy interaction with patients. Able to push book cart to the wards.
Library Helper	*Flexible Weekdays	Book Shelving	Light lifting; no dyslexia
Library Helper	*Flexible Weekends	Computer Help	Accurate typing skills. Training will be provided.
Med Center Plant Helper	*Flexible	Feed, water, and prune interior plants	Enjoy working with plants
Mental Health Clerk Assistant	*Flexible Weekdays	Help reorganize files and answer telephones, patient reminder calls	Good organization skills
MRI Clerk Assistant Must have Background/ NACI	*Flexible Weekdays	Assist clerks with patient check-in, Screening Sheets, Lt. Phone work	Good social skills, communicate clearly, Escort patients to MRI mobile unit
Neurosurgery Helper	M-Th, 1-2 days per month	Prepare outgoing mail to patients.	Organizational skills.
North Star Assistant	*Flexible	Assist with North Star Activities.	Cannot be a former North Star patient.
Nuclear Med Clerk	*Flexible Weekdays	Updating files, organizing office information.	Organizational skills.
State Veterans Nursing Home Recreation Asst.	*Flexible	Assist with recreation activities.	Enjoy one to one patient interactions, activities and outings.
Pharmacy Helper	M-F 5-9 pm S-Su 8-4 pm	Distribute IVs to wards.	Able to walk long distances and able to push small cart.
Popcorn Fund Raiser Ambassador	*Flexible Weekdays	Make popcorn and accept donations for VAVS patient activities.	Ability to follow directions, ability to work with money, enjoy interaction with people and have clean work habits.
Prosthetic Clerk Assistant	*Flexible	Warehousing & office support, prepare mailings, filing.	Knowledge of alphabet; no dyslexia. Some typing and computer skills.
Prosthetic Helper Assistant	*Flexible	Warehousing, packing and unpacking, inventory, housekeeping.	Ability to lift. Good attention to detail. Some knowledge of medical center.
Public Affairs Literature Distributor	*Flexible Weekdays	Update and post VA events.	Familiar with medical center.
Record Book Compiler	*Flexible Weekdays	Putting together pathology record books for storage. Screening for duplicate reports and making sure reports are complete.	Ability to keep track of multiple pathology materials. Good memory and detail oriented. Full dexterity and good vision
Records clerk Assistant	*Flexible Weekdays	Sort and collate paperwork.	No dyslexia and knowledge of alphabet.
Recreation Helper	Wed. 9-11 am	Assist with craft group.	Enjoy working with patients and assisting with craft projects.
Red Carpet Coffee Service	Mon-Fri 8-11:30 am	Put refreshments out for patients who have been fasting for lab work	Make coffee and deliver refreshments. Clean up work area.
Rehabilitation Recreation Helper	7 days/week 2 hours (am or pm)	Play checkers, watch movies with patients, Listen to patients life stories.	Enjoy one to one with patients, pleasant personality, good hearing. Emily Potter is POC

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HHV Craft Distribution Center Helper	*Flexible Mon-Fri 8-4 pm	Deliver Craft supplies to patients on the wards.	Able to walk and push cart. Pleasant personality. Must be reliable.
HHV Crafts Kit Distributor	*Flexible Mon-Fri 8-4 pm (2 shifts)	Distributes crafts to inpatients and outpatients.	Good people skills. Pleasant personality.
Ward Visitor	*Flexible Weekdays	Quality visiting on a one-to-one basis. Share experiences of mutual interest.	Training will be provided. Pleasant personality, good hearing and good listening skills.
Ward Visitor	Open	Quality visiting on a one-to-one basis. Share experiences of mutual interest.	Training will be provided. Pleasant personality, good hearing and good listening skills.
Women's Clinic Helper	Monday 8-12 pm	Call patients to remind of appointments.	Good phone skills.
Shop Helper	*Flexible Weekdays	Assists shop staff cleaning DAV Vans and GSA Vans. Wash, dry and vacuum vehicles.	Good mobility required.
Patient Education Assistant	*Flexible Time	Assist Patient Education Director and Committee. Organize and prepare patient packets. Continuously monitor and stock wall racks on floors. Assist with preparation of educational displays, bulletin boards.	Strong interpersonal skills. Ability to take responsibility and work well with staff and patients. Dependable and a good role model for <i>Veterans Move!</i> program. Must be able to walk/travel to all areas of Medical Center and carry/transport light loads.
Canteen Helper	Needed during the lunch hours.	Assist visitors with food trays when needed, welcome visitors to the Canteen, wipe tables, stock condiments and cups.	Good customer service skills and good mobility.
Pharmacy Helper Outpatient (2-4)	*Flexible 8-6 pm	Packing prescription orders for mail out and counting out pre-packs. Various other possible assignments could involve assisting the window pharmacist, matching narcotic prescriptions to their computer paperwork, restocking shelves, and scanning the refill request slips.	Some lifting is involved when packing the mail (diaper boxes, liquid nutrition cases). Special requirements (walking, pushing wheelchairs, lifting, filing, etc.)
MRSA Prevention	Mon, Wed, & Fri	Need a volunteer to clean high touch surfaces in Bldg. 1 & 14 with supplies provided. Clean handrails on all floors and handrails in elevators and elevator buttons with supplies provided.	Walking and pushing cart for supplies.

NOTE: All volunteers are required to have the following: **Background (fingerprint) Check, TB Skin Testing and Orientation**
Good grooming and good hygiene are a must for all volunteer assignments.

Volunteers are meant to augment "paid staff responsibilities". Dates and times reflect total needs. Regular assignments are generally 4 hours, 1 day a week. However, we will gladly accept any amount of time that a volunteer is willing to offer.

***Flexible Weekdays** means Monday through Friday 8:00 am to 4:30 pm