

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

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

Title	Time	Assignment	Qualifications
Acupuncture Clinic	Mon-Fri 8-4:30 pm Flexible	Prepare treatment room (change linens on tables), assist with questionnaires, make copies, answer phones, etc.	Pleasant personality, customer service skills, ability to learn clinic procedures.
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.
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.
Clerical Assistant Voluntary Service Office and Engineering Office (NACI required)	Mon-Fri 8-4:30 pm Flexible	Assist with phones, visitors, mail. Some clerical typing.	Pleasant personality, good typing skills, customer service skills.
Clinic Admin. Helpers <ul style="list-style-type: none"> • Women's Clinic • Blue Clinic • Cardiology Clinic • Mental Health Clinic • Dental Clinic • Audiology Clinic • Neuro, Derm Clinic • Ogden UT Clinic • Price UT Clinic • St. George UT Clinic • Idaho Falls ID Clinic • Elko NV Clinic 	Mon-Fri 8-4:30 pm Flexible <i>Number of hours per day are flexible</i>	Making appointment reminder calls to patients. If you are able... you will be asked to help process 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.
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 – a NACI is needed)	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.
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)
Fisher House Helpers <ol style="list-style-type: none"> 1. Activity/Special Events Coordinator 2. Home Companions 3. Cooking Committees 4. Family 	*Flexible (Mon – Sun) 8:00 to 12:30; 12:30 to 4:30; 4:30 to 8:30	<ol style="list-style-type: none"> 1. Activity/Special Events Coordinator – organize special activities for guests 2. Home Companions – offer simple companionship for guests dealing with the stress of an ill loved one 	Good organization and listening skills. Good telephone and people skills. Pleasant personality. Must be reliable.

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5. Liaison/Receptionist Receptionist (Greeter)		<p>3. Cooking Committees – made up of groups or individuals who prepare meals or snacks on a regular basis (i.e. pizzas, BBQs, holiday meals, theme nights)</p> <p>4. Family Liaison/Receptionist - works closely with FH Manager and VA Staff to comfort family and provide clerical assistance</p> <p>5. Greeter – greets and assist guests, provides tours and orientations to those who are staying at the Fisher House</p>	
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.
Help Hospitalized Veterans (HHV) Craft Distribution Center Helper	*Flexible Mon-Fri 8am-Noon and Noon-4 pm	Deliver Craft supplies to patients on the wards.	Able to walk and push cart. Pleasant personality. Must be reliable.
Human Resources Admin Helper (NACI needed)	Mon-Fri 8-4:30 pm	Typing, filing, errands, answering phone, misc. admin responsibilities.	Typing and computer skills. Pleasant personality is a must.
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., Shelving books	Enjoy interaction with patients. Able to push book cart to the wards.
Library Helper (NACI needed)	*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 (NACI is needed)	*Flexible Weekdays	Help reorganize files and answer telephones, patient reminder calls, help with word documents	Good organization skills, computer experience
MRI Clerk Assistant	*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.
Nuclear Med Clerk	*Flexible Weekdays	Updating files, organizing office information.	Organizational skills.
Nurse Assistant (Meal Tray Prep) 2East	Flexible shifts – Weekdays 7:00 – 9:00 am.	Set up breakfast trays for patients. Adjust the bedside tables, set up the meal tray, remove meal tray and interact with about 30 patients.	Good people skills, pleasant personality. POC is Donna Walsh
Patient Education Assistant (NACI is needed)	*Flexible Time	Assist Patient Education Director and Committee. Organize and prepare patient packets. Continuously monitor and stock wall racks on floors. Assist	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>

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		with preparation of educational displays, bulletin boards.	program. Must be able to walk/travel to all areas of Medical Center and carry/transport light loads.
Procedure Chaperone for female patients in Radiology	*Flexible Weekdays (will depend on clinic schedule)	Female volunteer will chaperone/ 3 rd party observer for examinations or procedure that involve female patients	Previous experience in a clinical health care setting such as a hospital or physician's office. Excellent interpersonal skills. Female
Pharmacy Helper	M-F 5-9 pm S-Su 8-4 pm	Distribute IV's 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, enjoys interaction with people and have clean work habits.
Podiatry Clinic Intake Volunteer (4 East)	Thursdays (1230-1600)	Assist clinic staff with placement of patients into rooms. Update and maintain patient list, board, stocking supplies, etc.	Good communication and coordination skills. Pleasant personality, well organized
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.
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
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 patient's life stories.	Enjoy one to one with patients, pleasant personality, good hearing. Emily Potter is POC
Safety Office Assistants	*Flexible Weekdays	Assist Safety staff with various assignments throughout the facility. If you have experience in the following areas (Industrial Hygiene, occupational safety, fire protection, hazardous waste, hazardous material, training, public works, skill trades - electrical, plumbing, HVAC), you may enjoy this assignment	Good mobility. Ability to follow directions and work independently. Hours are flexible based on your schedule.
Shop Helper	*Flexible Weekdays	Assists shop staff cleaning DAV Vans and GSA Vans. Wash, dry and vacuum vehicles.	Good mobility required.
Surgery Helper	**Flexible Weekdays, evenings weekends	Communicates updates on waiting times to patients and their family members for surgery, OR recovery, Discharge, etc. Escort discharged patient to lobby when ready.	Pleasant personality.
Veterans History Project Writer (Voluntary Service)	Flexible	Can interview veterans who would like to tell their wartime experiences for recording and submission to the Library of Congress. www.loc.com	Good listening and writing skills. Can do the majority of the assignment from home once the veteran is interview.

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Veterans State Nursing Home (VA Campus)	Mon – Sun	Can assist staff with resident activities, patient feeding, visiting, recreational outings	Good listening skills. Patience.
Veterans Home (Ogden)	Mon – Sun	Can assist staff with resident activities, patient feeding, visiting, recreational outings	Good listening skills. Patience.
Ward Visitor	*Flexible Weekdays, evenings weekends	Quality visiting on a one-to-one basis. Share experiences of mutual interest. Patient one-to-one sitting.	Training will be provided. Pleasant personality, good hearing and good listening skills. POC is Donna Walsh
Women’s Clinic Helper (NACI is needed)	Monday 8-12 pm	Call patients to remind of appointments. Some computer work.	Good phone skills.

NOTE: All volunteers are required to have the following: **Background (fingerprint) Check (18 or older), TB Skin Testing and Orientation.** No volunteers can be accepted under the age of 14 years.

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 Volunteer may select particular day or times (Monday through Friday 8:00 am to 4:30 pm) to meet their personal schedules if possible.