



OHSU Visitors and Volunteers Volunteer Position Description

Note: Volunteers must be able to perform the functions of the position with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.

Action Requested:	New position ____ Revised position ____	Date completed/revised:	
Prepared by:		Phone:	503-418-5376

1. GENERAL POSITION INFORMATION:

CLASSIFICATION/JOB TITLE	DEPARTMENT NAME/LOCATION Job Coach
VOLUNTEER NAME	SUPERVISOR
MISSION GROUP Healthcare	VOLUNTEER CHAMPION/TITLE

2. POSITION SUMMARY:

- Background information about the program/department
 - The volunteer Job Coach works with a team to provide support to persons with barriers to obtain, or maintain stability in community integrated employment
- Summary of qualifications (includes minimum age requirement)
 - The minimum age for volunteers in this assignment is 16.
 - College degree or transferable experience as a coach, tutor, supervisor, or similar.
 - Experience working with people with disabilities
- Summary of duties
 - Provides hands on training, supervision and support to participants at a variety of work locations.
 - Records client meetings weekly onto invoices and progress notes. Documents daily activities.
- Summary of patient population/types interactions
 - Volunteer will get the opportunity to work the nursing and hospital support staff.

3. KEY RESPONSIBILITIES:

Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
Assist/support patients and families		
1. Assist/support patients and families <ul style="list-style-type: none">Provides hands on training, supervision and support to participants at a variety of work locations.	75%	Yes



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<ul style="list-style-type: none"> Explains, demonstrates tasks and works with individuals on a variety of tasks to ensure individual understands job duties, and all tasks are completed. Assesses participant skills, abilities and limitations. Performs type of work supervised. May work a variety of shifts and locations, including weekends or evenings. 		
2. Assist with department efficiency and staff needs <ul style="list-style-type: none"> Ensures all paperwork and related activities are current, accurate and in compliance. Works with staff to develop, monitor and resolve skills training, vocational or behavioral issues. Assists with placing participant in competitive employment. 	25%	Yes

4. QUALIFICATIONS:

As part of the qualifications requirement, the following Core Competencies are expected of all OHSU affiliates regardless of their position within the organization.

Inclusion, Collaboration and Teamwork:	Every person matters. We benefit from the rich variety of ideas, skills and perspectives that emerge when we work together. Our collaboration fuels innovation, better solutions to complex problems, and a sense of community. Cultivating a climate of inclusion and respect enables us to partner with those who can help OHSU achieve its vision.
Organizational Perspective:	We are all connected. Whether our role is caring for patients, inspiring students, advancing scientific knowledge, or supporting those endeavors, each person's work impacts another's. When we understand how our actions and decisions affect the whole, we can better align the needs of our workgroup with the best interests of OHSU. We have a common purpose that guides what we do and why.
Performance Results:	We work hard to make great things happen. We hold ourselves and our colleagues to high standards of performance that are focused on results. We pursue excellence by giving and receiving feedback openly and directly. We continually seek to improve ourselves and our work by setting goals, measuring outcomes and developing our knowledge and skills. We exceed expectations in pursuit of our vision.
Personal Effectiveness:	We are strong in character. As individuals, we value integrity and inspire trust. We meet obstacles with calm resolve, and can adapt quickly to change. We continue to move forward, even when the way is unclear. Each of us aspires to be our best self, accountable for the work we do and dedicated to the purpose of OHSU.



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Qualifications	Required	Preferred
Education:	Not applicable	Not applicable
Experience:	<ul style="list-style-type: none">• Experience working with patient populations relevant to this position.	<ul style="list-style-type: none">• Experience volunteering in other hospitals or clinics
Job Related Knowledge, Skills and Abilities (Competencies):	<ul style="list-style-type: none">• Adherence to Professional Appearance Guidelines, including, but not limited to: natural nails no longer than ¼ inch, and no fragrances.• Closed toed shoes are required• Able to locate fire pull and extinguisher• Adherence to Healthcare Environment Policies and Procedures, including, but not limited to: Confidentiality, Fire, Chemical and Infection Control Policies• Demonstrate adherence to Volunteer Services Policies and Procedures as well as related OHSU policies	
Compliance:	<ul style="list-style-type: none">• Code of Conduct• Respect in the workplace• Applicable policies, procedures and agreements related to position, department or OHSU as a whole• Clear criminal background check• Completed Compass trainings as assigned by staff• Medical Clearance as directed by Occupational Health• New Volunteer Orientation• Volunteer Interview• OHSU ID Badge• Assignment-specific training	Not applicable



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5. WORKING CONDITIONS:

Commitment Requirement:

The standard commitment for volunteers at OHSU is four (4) hours per week for a minimum of six months and 26 shifts after orientation and/or trainings. This position is dependant on the schedule of the person being coached.

Hours Operation:

24/7/365

Volunteer Shift(s):

Volunteer shifts are variable and dependant on the schedule of the person being coached.

Working conditions:

- Able to work independently and as part of a team
- During Modified Operations, when directly working with a patient, masks are required to be worn at all times (gowns and eye protection available on request). When not directly working with patients, physical distancing of at least six feet is recommended whenever possible.

6. PHYSICAL DEMANDS & EQUIPMENT USAGE:

Volunteers may request accommodations through the Affirmative Action Equal Opportunity for any of the following:

- During Modified Operations, Volunteer must go through the Healthcare Access Points for COVID-19 screening
- Be able to lift/transport up to 50 pounds
- Be able to be in a stationary or ambulatory position for an extended period of time
- Be able to operate a wheelchair

7. TRAINING

- Complete all required healthcare environment compliances
- Complete assignment-specific trainings and/or orientations as required by Program staff
- Training on proper use of PPE (mask, gloves, and goggles) which will be provided by the department



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7. SIGNATURES/APPROVALS:

My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.

	Type Name	Signature	Date
VOLUNTEER	Name: Email: Phone:		
SUPERVISOR			