



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.

1. GENERAL POSITION INFORMATION:	
CLASSIFICATION/TITLE Altruistic Volunteer (Snack Cart at DCH)	DEPARTMENT NAME/LOCATION Tenth Floor / 10S Inpatient and 10C Clinic
VOLUNTEER NAME	VOLUNTEER SUPERVISOR Lisa Chavez/Nicole Ek, Candlelighters for Children with Cancer
MISSION GROUP Healthcare	OHSU VISITORS AND VOLUNTEERS CONTACT Elizabeth Montoya Osborne, Supervisor
2. POSITION SUMMARY:	
<p>Background information about the program/department Candlelighters provides support for families every step of the way, from diagnosis through treatment and beyond, providing programs such as emergency financial assistance, support groups for parents/caregivers, a youth program (ages 13-21), an annual family camp, family activities, bereavement support, and a weekly snack cart.</p> <p>Once a week (currently Fridays), the <i>snack cart</i> rolls through the halls of Doernbecher 10 South offering snacks to patients and their family members to help make days a bit brighter.</p> <p>Summary of qualifications This position requires a minimum age of 18 years old and must pass Doernbecher's volunteer training requirements. Due to limited spots available, volunteers need to be referred by a Child Life Specialist from Doernbecher Children's Hospital. Those who are interested in applying to be a volunteer may also contact Candlelighters of Oregon.</p> <p>Summary of duties Help provide food and treats to children and their families in the oncology unit. Duties include rolling the cart in the hallway, stopping at appropriate rooms to offer snacks, assisting families with choosing, and handing items to them once they've chosen.</p> <p>Summary of interactions Volunteers will interact with children who are in the pediatric oncology inpatient unit and their families.</p>	



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3. KEY RESPONSIBILITIES:		
Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
<ul style="list-style-type: none"> Go to the lockbox on the 11th floor to access the key for the food service closet. The code is 02468. Key into the food service closet to get the snack cart. Return the key until you need to put the cart back at the end of the visit. Put on hand sanitizer. Wipe down cart with cleaning wipes. Arrange snacks on the cart and double-check the expiration dates on the snacks. Once the cart is ready, take the elevator back to the 10th floor. Go to 10s (the inpatient unit). Be sure to put approved mask on before entering. Go through the door, wash your hands, and check in at the nurses' station. Go to each patient room door, unless otherwise noted, and gently knock. Constantly use hand sanitizer throughout the visit. To minimize the risk of spreading germs or viruses, please pick out a snack for each person. Do not allow anyone to touch/go through the snacks. After completing 10s, go to 10C and start visit in waiting room. Then, follow the route through the infusion center and the exam rooms, and exit through the waiting area. After completing 10C, head back to the elevator. Take the cart back to the 11th floor and store in the food service closet. Put all snacks in the cart and lock the cart. Place the key back into the lockbox before leaving. 	100%	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	



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	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.

Qualifications	Required	Preferred
Experience:	Referral from Child Life Specialist	Has 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-toe 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 • New Volunteer Interview • OHSU ID Badge • Assignment specific training 	Not applicable
5. VOLUNTEER CONDITIONS:		
<ul style="list-style-type: none"> • Once a week (currently Fridays) 10th floor clinic and inpatient unit in Doernbecher Children's Hospital 		



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- Volunteers commit to 6 months of volunteering

6. PHYSICAL DEMANDS & EQUIPMENT USAGE:

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

- May be required to lift up to 20 lbs (transporting food), and/or push wagon
- Be able to be in a stationary or ambulatory position for an extended period of time
- Be able to operate a wheelchair
- Be able to use a pager/Vocera

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

8. APPLICANT INFORMATION

Please complete the following questions:

1.	Will you be a minor under the age of at the start of the assignment?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If yes, please ensure there are parent/guardian signatures below and on the OHSU Visitor & Volunteer Agreements</i>)		
2.	Do you have any other association with OHSU?	Research & Academics Visitor/volunteer <input type="checkbox"/> Past <input type="checkbox"/> Current	OHSU Employee <input type="checkbox"/> Past <input type="checkbox"/> Current	OHSU Student <input type="checkbox"/> Past <input type="checkbox"/> Current
		<input type="checkbox"/> None	<input type="checkbox"/> Other (list)	
3.	Are you a foreign national? (i.e. you are not a US citizen, US legal permanent resident, Asylee or Refugee?)	<input type="checkbox"/> No <input type="checkbox"/> Yes		


9. 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
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VOLUNTEER			
PARENT/GUARDIAN <i>(if volunteer is under 18)</i>			
OVV SUPERVISOR	Elizabeth Montoya Osborne, MFA montoyae@ohsu.edu 503-494-9180		6/16/23