



An Affiliate of  UnityPoint Health

## VOLUNTEER POSITION DESCRIPTION

**Title/Position:** Surgical Procedure Partner

**Goal of Position:** Provide hospital, patient and family assistance before, during and after surgical procedures.

**Duties:**

1. Greet and escort patients
2. Push patients in wheelchair
3. Provide patient amenities (water, tissues, etc.)
4. Make sure patient has access to snack and drink during recovery
5. Monitor (non-medical) patient for signs of distress and report any issues to surgical staff
6. Stay with patients while family members bring car to front of Hospital
7. Run errands within the hospital
8. Maintain tidy waiting room
9. Keep water/coffee area stocked and tidy
10. Promote and have basic knowledge of Clinic, Hospital, and community support for patient assistance

**Time Frame:**

Length of commitment: 12 months and at least three shifts per year  
Length of shift: 4 to 6 hours  
Scheduling: 7:30 a.m. to 1:00 p.m. Tuesday  
No Holidays or weekends

**Worksite:** Surgical Waiting Room

**Minimum age:** 16

**Qualifications Sought:**

1. Must be willing to work in a team environment focused on Lucas County Health Center's Core Values
2. Must be willing to interact with patients and staff in a positive and friendly manner
3. Must be able to read and write
4. Good verbal communication skills
5. Confidentiality is CRITICAL
6. Understand how to complete job tasks
7. Communicate adequately with patients and staff as necessary
8. Understand and follow safety guidelines
9. Understand the Volunteer Handbook and all Clinic and Hospital policies and procedures
10. Must understand and follow Lucas County Health Center's Core Values

11. Must be able to sit for extended periods of time
12. Must be able to push patients in wheelchair

**Benefits:**

1. Being a member of a team that focuses on Lucas County Health Center's Core Values
2. Free meal or snack provided during shift at Bistro or Gift Shop
3. Discount of 20% at Gift Shop
4. Invitation to all LCHC Volunteer Services recognition events, open house, and Hospital Week and Holiday activities

**For Further Information:**

Contact: Kristine Kennedy, Volunteer Services Manager

Email: [kkennedy@lchcia.com](mailto:kkennedy@lchcia.com) Phone: 641-774-3226

Department Leader: Alyssa Curry, Surgery Manager

Email: [ACurry@lchcia.com](mailto:ACurry@lchcia.com) Phone: 641-774-3262

Updated: May 31, 2024