

	<p style="text-align: center;">VOLUNTEER SERVICE DESCRIPTION</p> <p style="text-align: center;">Nursing Unit Support,</p> <p style="text-align: center;">A.R.C.H. Program</p> <p style="text-align: center;">(Administrative & Rehabilitation Center Help)</p>
Objective:	To positively impact the patient/visitor experience by creating a welcoming and caring environment that is responsive to the needs of community members and staff.
Hours/Shifts:	Monday – Friday, Saturday & Sunday 7:00 am - 11:00 am; 11:00 pm - 3:00 pm; 3:00 pm - 7:00 pm
Location:	Enloe Rehabilitation Center 340 W. East Avenue, Chico
Responsible to:	Lynda Sezon, Rehabilitation Therapy Supervisor
Qualifications:	<ul style="list-style-type: none"> • Fulfill volunteer intake and orientation requirements • Positive, friendly, service-oriented individual • Ability to operate electronic office equipment. • Physical endurance to sit for long periods of time. • Ability to follow directions.
Training:	<ul style="list-style-type: none"> • Must attend hospital orientation presented by the Volunteer Services Department. • Participate in position specific on-the-job training. • Attend a minimum of one ongoing training/update meetings for this placement. • Attend Planetree Retreat offered by EMC (<i>suggested</i>)
Competencies:	<ul style="list-style-type: none"> • Responsive to needs to patients/visitors. • Provides administrative and organizational support as needed. • Supports patient nutrition process. • Exhibits volunteer professionalism
Summary:	<p>The A.R.C.H. program volunteer encompasses two primary functions:</p> <p>1) Assists staff with administrative tasks as needed to ensure productivity;</p> <p>2) Supports nursing staff by sitting with patients during their meal time as part of their therapy process.</p>

Volunteers May Not:

- Be involved in direct patient care – e.g., taking vital signs, assisting patient to restroom, holding babies, etc.
- Feed patients.
- Transfer patients.
- Perform duties outside the scope of the service description and/or orientation.
- Replace an employee; volunteers may complement/assist, but not supplant the duties of a paid worker.