

## JOHNSON MEMORIAL HOSPITAL JOB DESCRIPTION

**POSITION:** CardioPulmonary Rehab

**SUPERVISOR:** Volunteer Coordinator & Department Director

**DEPARTMENT:** Volunteer Services

**DEPARTMENT MISSION:** The mission of the Volunteer Services Department of Johnson Memorial Hospital is to serve everyone in our hospital and community with dignity, respect, and equality.

**PURPOSE:** Assists as needed throughout the CardioPulmonary Rehab Department and hospital in a variety of both patient contact and non-patient contact areas.

**JOB RESPONSIBILITIES:**

- Maintains patient/client confidentiality.
- Transports patients.
- Files patient information and prepares charts
- Answers phones
- Helps with Patient Safety Issues
- Interacts with patients, makes coffee, snacks.

**PERFORMANCE REQUIREMENTS:**

1. **KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of hospital services and their locations, ability to take instruction, ability to work independently, good customer relations skills.
2. **EQUIPMENT USED:** Copier, telephone, wheelchairs.
3. **MENTAL DEMAND:** Ability to maintain confidentiality, reading, reasoning, verbal communication; performs routine duties independently, following prescribed procedures.
4. **COMMUNICATIONS:** Frequently interaction with hospital staff; some interaction with patients and visitors. Performance expectations of key customers for this position include timely and accurate information as well as courteous and respectful communication.

5. **PHYSICAL EFFORT:** Minimal to moderate physical effort, including bending, crouching, kneeling, carrying, pushing, reaching, sitting, standing, talking, hearing, walking, seeing. The typical work day involves the following physical strength requirements:  
***Medium work:*** exerting 20-50 pounds of force occasionally and/or 10-25 pounds of force frequently.
6. **WORKING CONDITIONS:** May work in an environment that is emotionally and/or physically stressful due to unpredictability of patient volume, great diversity of patient needs. No exposure to blood/body fluids.
7. **EDUCATION, EXPERIENCE, AND TRAINING:** Minimum of 8<sup>th</sup> grade education.
8. **POPULATION BEING SERVED BY POSITION:** Position deals with customers of all ages, but generally the older generation.

**APPROVED BY:**

_____ Volunteer Co-ordinator	_____ Date
---------------------------------	---------------

<b><i>I have read and understand the responsibilities and requirements of my job description.</i></b>	
_____ Volunteer Signature	_____ Date