

**GEORGE E. WAHLEN DEPARTMENT OF VETERANS AFFAIRS
SALT LAKE CITY HEALTH CARE SYSTEM
VOLUNTEER OPPORTUNITIES**

Call (801) 584-1241 [Select Option 1 or Option 2]

Title	Time <i>**Number of hours per day are flexible</i>	Assignment	Qualifications
Acupuncture clinic	Mon-Fri 8a - 4:30p **Flexible	Prepare treatment room (change linens on tables), assist with questionnaires, make copies, answer phones, etc.	Pleasant personality, Customer Service Skills, Ability to learn clinic procedures
Audiology Clinic Helper	Mon-Fri 8a - 4:30p **Flexible	Reviews files for previous patient audiograms.	Good typing and computer skills and be experienced in Microsoft Word. Good people skills; no dyslexia.
Barber (must have current license)	Mon-Sun **Flexible	Provides free haircuts to hospitalized veterans (Inpatient Units). Schedule will be determined by the volunteer barber and VA Staff.	Good customer service skills and good mobility. We will call in advance for inpatients who need a haircut.
Clerical assistant Voluntary Service Office; Engineering Office; Structured Living	Mon-Fri 8a - 4:30p **Flexible	Assist with phones, visitors, mail. Some clerical typing.	Pleasant personality, good typing skills, customer service skills.
Red Coat Ambassadors: Audiology Clinic Blue Clinic Cardiology Clinic Dental Clinic EMG Mental Health Clinic Neuro, Derm Clinic Women's Clinic Idaho Falls, ID Clinic Pocatello, ID Clinic Ogden, UT Clinic Orem, UT Clinic St. George, UT Clinic West Valley Clinic	Mon-Fri 8a - 4:30p **Flexible	Greets all guests with a friendly smile. Assist staff in making appointment reminder calls to patients. Assist patients at the appointment check in Kiosk's. Escort them to their appointments so that they don't get lost, If you are able... you will be asked to perform other administrative duties (i.e. file charts, stock rooms, mail outs, answer phones, make copies, help check and remove outdated stock) <i>Note: Red Coat Ambassador volunteers will be assigned to the clinic closest to their home if possible.</i>	Great telephone and people skills. Polite, Great Smile, Great Personality, Outgoing. No dyslexia.

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Document Scanner (MCCR)	Mon-Fri 8a -12p 12p -4p	Scanning documents to organize files and scan documents to a disk. High volume access to patient protected information.	Must have good computer skills, HIPAA compliance imperative and ability to follow directions. Will provide training.
Employee clothing Room Assistant	Weekdays **Flexible	Assist at window, hand out assigned uniforms, some filing & customer service.	People skills and good mobility.
Transport Helpers	Mon-Fri 8a - 4:30p **Flexible	Transporting patients to X-Ray or Pharmacy either by wheelchair or stretcher; transporting specimens to lab; helping patients with prescriptions during weekends.	Must be able to lift 30-50-lbs. if possible. Must be able to move patients on stretchers and in wheelchairs. (if not - lets us know so that we can accommodate disability)
GI Clinic Helper	**Flexible	Prepare outgoing mail; manage wait list; keep files current.	Good spelling and organization skills.

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Fisher House Helpers 1. Activity/Special Events 2. Cooking Committees 3. Family Liaison 4. Laundry Helper 5. Housekeeping Assistant	Mon - Sun	<p>Baker: Bake sweets and goodies for the guests. They can either use the Home donations to cook with or drop off goods.</p> <p>Cook: Cook 1-3 times per week using food items we have on hand. Utilize the food donations. Help provide the families with a prepared meal.</p> <p>Kitchen Attendant: Maintain & focus on the kitchen. Will need to re-stock, organize, and wipe down pantries & refrigerators. Keep a shopping list of items needed. Discard any old items and replace with new. Lay out snacks to make it easier for guests to "grab and go."</p> <p>Kitchen/Storage Closet organizer: Monitor the inventory of the community pantry and rotates stock to ensure freshness. Maintains Storage Closet (linens, toiletries, paper goods, etc.), and replaces items as needed.</p> <p>Laundry/Housekeeping Assistant: Must be available 9:00am Mondays or Thursdays for laundry exchange day. Assist the housekeepers with exchanging the guest dirty linens/towels with new ones. This begins as 9:00 a.m.</p> <p>Cleaning/Organizing assistant: Needs to be detailed oriented in the cleaning skills. Volunteer will keep the common areas of the house thoroughly cleaned (i.e.: kitchen appliances, base boards, walls, etc.).</p> <p>Grocery Shopper: Will pick up items on our grocery shopping list once a week or a needed using grocery store gift cards we have.</p> <p>Landscaping/Gardening Assistant: Will help make sure the yard is blooming and being well groomed and maintained. Receive donations of flowers, plants or advise as to what to purchase. Manage community groups the come to help either the yardwork. Maintain garden.</p> <p>Pamperer: Will come in as often as they would like to pamper the guests by doing their nails.</p>	Good organization and listening skills. Good telephone and people skills. Pleasant personality. Must be reliable.
GI Lab Helper	**Flexible	Filing, prepare outgoing patient mail, make reminder telephone calls to patients, and copying information.	Good telephone and people skills and no dyslexia.
Laundry Helper	Weekdays 7a -3:30p **Flexible	Fold and stamp linens. Straighten closets/organize storerooms in the wards.	Good mobility. Ability to follow directions.
Library Helper	Weekdays **Flexible	Take book caret to the wards., Shelving books	Enjoy interaction with patients. Able to push book cart to the wards.

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Library Assistant	**Flexible	Computer Help	Accurate typing skills. Training will be provided.
Mail Room Helper	Weekdays **Flexible	Assist in the sorting of mail, preparing items for shipment, delivery of mail throughout the medical center.	Good organization skills, no dyslexia. Good communication skills, ability to follow directions.
Mental Health Clerk Assistant	Weekdays **Flexible	Help reorganize files and answer telephones, patient reminder calls,	Good organization skills, computer experience.
MRI Clerk Assistant	Weekdays **Flexible	Assist clerks with patient check-in, Screening Sheets, Lt. Phone work.	Good social skill, communicate clearly, Escort patients to MRI mobile unit.
Million Veteran Project (MVP) Helper	**Flexible	Assists MVP staff by communicating with Veterans and sharing information about the MVP research project.	Good social skill, communicate clearly, Escort veterans to the MVP Clinic.
Neurosurgery Helper	Mon-Thur 2days/mo. ** Flexible	Prepare outgoing mail to patients.	Organizational skills.
Nuclear Med Clerk	Weekdays **Flexible	Updating files, organizing office information.	Organizational skills.
OR/SPD Helper	Mon-Fri 8a - 12p 12p - 4p 4p - 6p	Move clean case carts from SPD to OR, move used case carts from OR to SPD, occasionally move clean case carts from OR to SPD.	Ability to move case cart to elevator and take to another floor and deliver to OR or SPD.
Patient Transport (Cart Driver)	Mon-Fri 8a - 12p 12p - 4p	Drive indoor or outdoor courtesy cart to transport disabled Veterans, spouses & visitors to appointments, parking garage and the canteen.	Ability to drive slowly and safely and have a pleasant personality. Good eyesight and hearing a must. (4 hour shifts).
Patient Education Assistant	**Flexible	Assist Patient Education Director and Committee. Organize and prepare patient packets. Continuously monitor and stock wall racks on floors. Assist with preparation of education displays, bulletin boards.	Strong interpersonal skills. Ability to take responsibility and work well with staff and patients. Dependable and a good role model for <i>Veterans Move!</i> Program. Must be able to walk/travel to all areas of Medical Center and carry/transport light loads.

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Popcorn Fund Raiser Ambassador	Weekdays **Flexible	Make popcorn and accept donations for VA Voluntary Service patient recreational activities.	Ability to follow directions, ability to work with money, enjoys interaction with people.
Podiatry Clinic Intake Volunteer (1st floor)	Thursdays 12:30pm - 4:30pm	Assist clinic staff with placement of patients into rooms. Update and maintain patient list, board, stocking supplies, etc.	Good communication and coordination skills. Pleasant personality, well organized
Prosthetic Clerk Assistant	**Flexible	Ware housing & office support, prepare mailings, filing.	Knowledge of alphabet; no dyslexia. Some typing and computer skills.
Prosthetic Helper Assistant	**Flexible	Warehousing, packing and unpacking, inventory, housekeeping.	Ability to lift. Good attention to detail. Some knowledge of medical center.
Red Carpet coffee Service	Mon-Fri 8a -11:30a	Put refreshments out for patient who have been fasting for lab work.	Make coffee and deliver refreshments. Clean up work area.
Rehabilitation Recreation Helper	7 days/wk 2hrs/day (am or pm)	Play checkers, Wii games, watch movies with patients, Listen to patient's life stories. Shuttle Driver: akes patients to various Recreational Activities planned by the Rec. Therapy Dept. In VA Vans. Must pass a driver physical, have a clean driving record and personal liability insurance.	Enjoy one to one with patients, pleasant personality, good hearing. Ability to pass a VA Physical, have a valid driver license, clean driving record and personal liability insurance, pleasant personality. Good eyesight and hearing a must.
Research Volunteer	Weekdays **Flexible	Stuffing envelopes for essential mail out letters.	Ability to follow directions and work independently.

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Safety Office Assistants	Weekdays **Flexible	Assist Safety staff with various assignments throughout the facility. If you have experience in the following areas (Industrial Hygiene, occupational safety, fire protection, hazardous waste, hazardous material, training, public works, skill trades - electrical, plumbing, HVAC), you may enjoy this assignment.	Good mobility. Ability to follow directions and work independently. Hours are flexible based on your schedule.
Shuttle Driver (Parking Lot Vans for patients and visitors)	Mon-Fri 8a - 12p 12p - 4p	Drive courtesy shuttle vans to transport disabled Veterans, spouses & visitors from the patient and visitor lots to the medical center and surrounding clinics on VA campus.	Ability to pass a VA Physical, have a valid driver license and auto insurance, pleasant personality. Good eyesight and hearing a must. (4 hour shifts).
Shop Helper	Weekdays **Flexible	Assists shop staff cleaning DAV Vans GSA Vans. Wash, dry and vacuum vehicles.	Good mobility required.
Surgery Helper	Weekdays evenings weekends	Ability to be trained to operate a laptop, and use survey program. Ability to work alone after training.	Pleasant personality.
Truth Point Survey Taker	Weekdays **Flexible	Communicates updates on waiting times to patients and their family members for surgery, OR recovery, Discharge, etc. Escort discharged patient to lobby when ready.	Pleasant personality, courteous, with the ability to peak with the Veterans to obtain answers and enter into laptop.

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(Vet Centers) N. Ogden Murray Provo St. George, St.	Mon - Saturdays 8a-6:30p **Flexible**	Assist with phones, greeting visitors, some data entry/filing, setup and takedown of events at the Vet Center i.e. potlucks, social events. If there is a desire to assist in outreach opportunities be willing to positively communicate the things the Vet Center/VA Medical Centers in the Salt Lake Healthcare Network are doing to better the lives of Veterans in our community.	Computer skills (Office/Outlook) be open, friendly, helpful, good listener, multi-task oriented. (existing and former Vet Center Clients are not eligible), willing to learn and must communicate information well with staff and clients.
Women's Clinic Helper	Monday 8a - 12p	Call female patients to remind of upcoming appointments and events. Some computer work. Assist with patient activities.	Good phone and office skills.

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NOTE; All volunteers are required to complete the following: **Background (fingerprint) Check if you are 18 or older, TB Skin Testing (done free of charge at the Medical Center) and Orientation.** No volunteers can be accepted under the age of 14 years.

Good personal hygiene and grooming are a must for all volunteer assignments.

Volunteers are meant to augment "paid staff responsibilities." Dates and times reflect total needs. Regular assignments are generally 4 hours, 1 day a week.

However, we will gladly accept any amount of time that a volunteer is willing to offer.

***Flexible Weekdays** means Volunteer may select particular day or times (Monday through Friday between 8:00 am to 4:30 pm) to meet their personal schedules if possible.