



Bereavement Volunteer Job Description

Supervised by: Volunteer Coordinator & Bereavement Coordinator

Interrelationships: Patients, Family and other health care team members

Job Summary: In cooperation with other team members, provide supportive care to the families of former hospice patients.

Qualifications:

1. Eighteen years of age or older required and demonstrates exceptional maturity.
2. Commitment to the hospice philosophy and concept of care.
3. Possesses good interpersonal communication skills.
4. Ability to work within an interdisciplinary team setting as well as independently.
5. Possess good organizational skills with attention to detail.
6. Computer skills helpful, but not necessary.

Training/Licensure: Must have completed a hospice-training course (missing no more than two sessions, making up missed material as directed by the Volunteer Coordinator).

Responsibilities:

1. Assist the Bereavement Coordinator with bereavement contacts which includes telephone calls, home visits, mailings, cards, etc.
2. Assist Bereavement Coordinator with administrative duties
3. Maintain accurate records of time.
4. Assist with special projects-planning and implementation, such as Camp Sunshine

I have read the above job description and understand the duties and responsibilities associated with the position. I can perform the essential functions of this position without specific accommodations.

Signature of Volunteer

Date

Signature of Volunteer Coordinator

Date

Signature of Bereavement Coordinator

Date