

**At the Ready Volunteer Opportunity**

**PURPOSE:** An ad-hoc opportunity for individuals interested in special events, one off tasks and single day opportunities.

**DAYS/HOURS:** Any – to be determined by the requesting department and task at hand

**NUMBER OF VOLUNTEERS:** To be determined based on the task at hand

***VOLUNTEER RESPONSIBILITIES:***

- To be courteous, cooperative, and considerate when dealing with patients, visitors, and UConn Health Staff.
- To hold in strict confidence any information, observed, overheard, or surmised regarding a patient, a diagnosis, or a member of the hospital staff.
- To be patient & sensitive to divergent cultures, religions, ethnicities, and persons with disabilities.
- To perform only those tasks within the scope of volunteer duties
- To be punctual and attentive in performing duties
- To be compliant with the department specific standard operating procedures
- To be compliant with all UConn Health trainings & competencies

***DUTIES/DAILY PROCEDURES:***

- Administrative duties as assigned i.e.. refilling printer, filing paperwork, etc.

**SPECIAL REQUIREMENTS:** Dependent on the departments requested tasks

***MINIMUM REQUIREMENTS:***

- Ability to carry out written and oral instructions
- Strong interpersonal, communication and customer service skills and computer abilities
- Ability to maintain professional demeanor with patients, visitors and staff

***SUPERVISION:***

- While on duty, receives direction from the assigned department supervisor or their delegate.