

Facility	Assignment Name (same as VSS)	Code	Dept/Work Area	Weekday business hours?	Eve or wkend?	CPU access req'd?	Schedule	General duties
Beaufort	Phlebotomist	113	Primary Care Lab	Y	N	N	8AM - 12PM	Blood draws, general administrative assistance, other duties assigned
Beaufort	Cemetery Admin Volunteer	041	Beaufort National Cemetery	N	N	N	4 hr shift, weekday business hours	Answering phones, folding letters for mailing, greet and assist customers. Assist with copying, faxing, filing.
Beaufort	Volunteer Van Driver	500T	Voluntary Service/ Transportation	Y	N	N	Various days	Beaufort Local - Driving from local area, Seabrook, Laurel Bay, Coosaw, Lady Isl., St Helena Isl., Hunting Isl, Fripp Isl in Beaufort county.
Charleston VA	Fiscal Volunteer	004	Payroll	Y	N	Y	4 hr shift, weekday business hours	Post remarks on timecards printing reports correct remarks on timecards
Charleston VA	Education/Library Administrative Volunteer	011	Education	Y	N	Y	Flexible	Filing, sorting, uploading AAR's
Charleston VA	Physical Therapy Helper	117	Physical Therapy Team	Y	N	N	Flexible, any 2-4 hour block	Patient reminder calls, retrieving linen or escorting patients to pick up equipment and other assigned areas from PT team member
Charleston VA	Nursing Sitter	118	Various inpatient units	Y	Y	N	3:00 - Midnight biggest need	Observe patient on one to one setting, companion monitoring, communicate with nursing staff
Charleston VA	Prosthetic stock and admin clerk	121	Prosthetics	Y	N	N	Flexible	Match invoices to prosthetic products, filing and sorting
Charleston VA	Hospice Volunteer	199	Hospice & Palliative Care, GEC	Y	Y	N	training must be scheduled prior to volunteering	To provide comfort, companionship and solace to end of life patients
Charleston VA	Emergency Department	812	Emergency Dept	Y	Y	N	Prefer 2:30pm to 7pm or 5pm to 9pm also all weekends	Run samples to the lab, Escort patients Direct patients Help patients w/ meals Other duties as assigned

Trident	My HealtheVet volunteer	105	My HealtheVet – Customer Service	Y	N	N	Could be in shifts, could use all day b/n 8 am-3:30pm	Help register VA patients using mobile carts in waiting areas; also do IPA form and ID check; call VA patients about MHV
Charleston VA	Clinic Admin Volunteer	826	Vet Center	Y	N	N	4 hour shifts	Filing, data entry, answering phones, making coffee
Charleston VA	Clinic Admin Volunteer	836	EYE-ENT Clinic	Y	N	N	9am - 12pm everyday but Mon & Wed are most needed	Help with kiosk check-in process, assist with directing patients to exam areas, sending out reminder letters, helping with guiding patients to other appointments
Charleston VA	Clinic Admin Volunteer	836	HBPC / GEC	Y	N	Y	4 hr shift, any day of the week	Triage calls, Admin support, Spreadsheet entry
Charleston VA	Clinic Admin Volunteer	836	HPATC	Y	N	N	4 hr shift, any day of the week	Restocking goodie bags, photocopies, comment cards, escort patients to appointments, deliver labs, straighten lobby as needed.
Charleston VA	Kiosk educator	837	various clinics	Y	N	N	Flexible	Assist Veterans with checking into clinic by using kiosk
Charleston VA	Veteran NaVAgator	841	Voluntary Service	Y	N	N	4 hr shift, any day of the week	Proactively seek out Veterans and their family to provide assistance, throughout the hospital.
Charleston VA	Radiology Patient Escort	114T	Radiology	Y	Y	N	8a-Noon; Noon-4p; 4p-8p all days	Assist Radiology Staff to expeditiously move patients from units to Radiology and back. Improves patient flow
Charleston VA	QM assistant	00Q	Quality Management	Y	N	N	4 hr shift, weekday	Stuff envelopes, organize files, other duties as assigned.
Charleston VA	Appointment reminder calls	135	Voluntary Service	Y	N	N	Flexible	Make reminder telephone calls for various clinics
Charleston VA	Patient Escort	118E	Voluntary Service	Y	N	N	Any 4 hour shift during weekday business hours	transport patients in a team environment with staff, volunteers and families, using excellent customer service skills

Charleston VA	Unit Escort/Visitors	118E	Various inpatient units	Y	Y	N	12 noon to 4 pm or 4 pm to 8 pm; 7 days	Visit and Escort patients to clinics and labs, assist nursing staff with walks, meals, other duties as assigned
Charleston VA	Pet Therapy Visitation	132P	Inpatient Units	Y	Y	N	Flexible	Certified Canine or Therapy Dog with current annual vaccinations required for visiting patients at the bedside
Charleston VA	Volunteer Van Driver	500T	Voluntary Service/ Transportation	Y	N	N	Various days 7 am - 3 pm	Driving the van from Beaufort, Conway, Loris, Myrtle Beach, Hinesville, Savannah to Charleston VA.
Charleston VA	Volunteer Van Driver	500T	Voluntary Service/ Transportation	Y	N	N	Various days	Charleston Local - Driving from VAMC to Trident Clinic or Goose Creek, bus station, various locations in CHS
Community	HBPC Home Visitor	122	Home Based Primary Care	Y	Y	N	Varies	Converse and interact with Veterans in their homes, take walks, crafts, play games. Assist with meal preparations if needed Inform Veteran of community resources. Observe Veterans needs
Hinesville	Volunteer Van Driver	500T	Voluntary Service/	Y	N	N	Various days 7 am - 3 pm	Driving van from Hinesville to Charleston VAMC
Hinesville	naVAgator	841	Voluntary Service	Y	N	N	4 hour shifts	Greet families with excellent customer service skills, Work in a team environment
Hinesville	Clinic Admin Volunteer	814	Clinic Administrative	Y	N	N	Flexible	Reminder calls, fax, administrative duties as assigned
Myrtle Beach	Transportation Assistant	813	Voluntary Service/	Y	N	Y	11-3 2 days/week	Filing, data entry, answering phones, scheduling rides
Myrtle Beach	Phlebotomist	113	Primary Care Lab	Y	N	N	8AM - 12PM	Blood draws, general administrative assistance, other duties assigned
Myrtle Beach	Clinic Admin Volunteer	814	Clinic Administrative	Y	N	N	Flexible	Reminder calls, fax, administrative duties as assigned
Myrtle Beach	naVAgator	841	Voluntary Service	Y	N	N	4 hour shifts	Greet and direct patient to appointments
Myrtle Beach	Volunteer Van Driver	500T	Voluntary Service/	Y	N	N	Various days	Myrtle Beach Local - Driving from MB to various locations N MB, Murrels Inlet,
NWS	Clinic Admin Volunteer	814	Clinic Administrative	Y	N	N	Mon - Thurs 9am - 1pm	Reminder calls, fax, administrative duties as assigned, label envelopes, copying
Savannah	Transportation Assistant	813	Transportation	Y	N	Y	11-3 2 days/week	Filing, data entry, answering phones, scheduling rides

Summer 2016 Open Assignments

Savannah	Customer Service	817	Main area	Y	N	N	8am - 12pm or 12pm-4pm	courtesy calls to patients and administrative tasks i.e. helping DAV Van Coordinator,
Savannah	Podiatry Patient Escort	129	Podiatry Clinic	Y	N	N	Tues or Wed 12:45 - 3:15pm	Calling patient from waiting room and escorting to podiatry room
Savannah	Physical Therapy Helper	117	Physical Therapy Team	Y	N	N	8am - 12pm or 12pm-4pm	Provide assistance in the PT Clinic with retrieving linen or escorting patients to pick
Savannah	Greeter	135	Admin Team	Y	N	N	8am - 12pm or 12pm-4pm	Interact with patients as needed to provide customer service
Savannah	Clinic Admin Volunteer	814	Clinic Administrative	Y	N	N	Flexible	Reminder calls, fax, administrative duties as assigned
Savannah	Phlebotomist	113	Primary Care Lab	Y	N	N	8AM - 12PM	Blood draws, general administrative assistance, other duties assigned
Savannah	Volunteer Van Driver	500T	Voluntary Service/ Transportation	Y	N	N	Various days 7 am - 5 pm	Savannah Local - Drivers to pick up patients from the Savannah Clinic and surrounding area