

<u>Assignment Name</u> (same as VSS)	<u>Dept/Work Area</u>	<u>Facility</u>	<u>Weekday business hours?</u>	<u>Eve or wkend?</u>	<u>VA Computer access req'd?</u>	<u>Schedule</u>	<u>General duties</u>
Patient & Family Advisor 918	Customer Service	Charleston	Y	Y	N	Flexible	*Must be a VA patient or family of patient. VA patients and family members wanted to assist with PFCC training, monthly focus groups, committee designation once a month
Fiscal - MUST PROVIDE RESUME PRIOR TO APPROVAL BY FISCAL	Payroll	Charleston	Y	N		4 hr shift, weekday business hours	<ul style="list-style-type: none"> • Use excel to run macros to create reports • Prepare work files (email timekeepers to get documents for semi-annual audits and put the documents in order) so the staff can execute the audits quickly • Filing-a LOT • Personally distributing leave and earnings statements to services • Scanning, copying, faxing • Taking phone messages during times of high workload in payroll
VTN Driver 500T	Voluntary Service/Transportation	Summerville, Goose Creek, Moncks Corner	Y	N	N	Various days - 7 am - 3 pm	Driving new route: Goose Creek and Trident only. Have the van, but no drivers. Will not come to Charleston VAMC
VTN Driver 500T	Voluntary Service/Transportation	Beaufort/Conway/Myrtle Beach/Loris/Hinesville/Savannah to Charleston	Y	N	N	Various days - 7 am 3 pm	Driving the van from Beaufort, Conway, Loris, Myrtle Beach, Hinesville, Savannah to Charleston VAMC
VTN Driver 500T	Voluntary Service/Transportation	Savannah Clinic	Y	N	N	Various days - 7 am to 5 pm	IN DIRE NEED: for drivers to pick up patients from the Savannah Clinic and surrounding area and drive to the Charleston VAMC.
VTN Driver 500T	Voluntary Service/Transportation	Charleston to Goose Creek and Trident	Y	N	N	various days	Driving from VAMC to Trident Clinic or Goose Creek. On occasion bus station, various locations

Customer Service Volunteer Assignment 815	Customer Service	Charleston	Y	N	N	Weekday mornings	<ol style="list-style-type: none"> 1. Go around 10AM 2. Document the number of beds you visit on each floor/floors you visit 3. Identify any issues/follow up-complicated issues with patient advocates 4. Gear questions towards areas marked for improvement 5. Be objective- to hot, to cold, TV working, bedside table next to bed, etc. 6. Educate patients on SHEP, MHV, Benefits Books, hot topics in the VA 7. Check with Fred prior to doing rounds for snack options for inpatients <p>Ask questions about improvement of services "what can we do better"</p>
Customer Service 817	Voluntary Service/Info Desk	Charleston	Y	Y	N	7:30 am to noon, or noon to 4:30, 7 days a week (note that weekend traffic is light.) Especially shorthanded on weekends.	<ul style="list-style-type: none"> • Answer visitors' questions, direct to other staff if unknown. • Assist or escort patients who need a hand getting to appointments • Obtain wheelchairs and record check-out • Notify Voluntary Service of donations, books left at info desk overnight • Obtain patient list at start of morning shift, assist with admissions and discharges
Social Work Service 122T - Admin Volunteer	Social Work	Charleston	Y	N		Any 4 hour shift during weekday business hours	<ul style="list-style-type: none"> • Answering the phone, • Taking messages, • Referring patients to the correct social worker • Copying and faxing • Picking up/delivering mail • Knowledge of Microsoft Office for letters • General filing • Distributing comfort items

Emergency Department 812	Emergency Dept	Charleston	Y	Y	N	Prefer 10a-2:30p or 2:30p to 7p	<ul style="list-style-type: none"> • Run samples to the lab • Escort patients • Direct patients • Help patients w/ meals • Other duties as assigned • Run samples to the lab
My HealtheVet volunteer 105	My HealtheVet – Customer Service	Ralph H. Johnson VAMC and clinics in Savannah and Hinesville, GA, Naval Weapons Station, Beaufort	Yes	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
Unit Escort/Visitors 118T	Various inpatient units	Charleston	Y	Y	N	12N to 4 pm or 4 pm to 8 pm; 7 days	<ul style="list-style-type: none"> • Escort patients to clinics and labs • Assist nursing staff with walks • Help patients w/ meals • Other duties as assigned • Patient visitation • Escort patients for recreational walks • Help patients w/ meals • Other duties as assigned
Pharmacy Customer Service Volunteer 119	Pharmacy	Charleston	Y	N	N	9a-4p M-F Filled now 9a-1p on Wed/Thur	Pharmacy experience or education required as well as interview with IP Pharmacy Mgr - Hands out prescriptions to Veterans at window. Completion of competency assessment to ensure volunteer understand importance of asking for 2 patient identifiers and understanding of signature pad to allow patient to sign for prescription
Phlebotomist Volunteer 113	CPCC Lab	Trident Clinic, NWS, Myrtle Beach, Savannah, Beaufort	Y	N	N	Any 2-4 hour shift, Mon-Fri, 8-4	<ul style="list-style-type: none"> • General administrative assistance, valid phlebotomy license • Blood draws • Other duties as assigned

Watchful Eagle 250	Community Living Center (formerly known as Nursing Home Care Unit)	West Ashley	Y	Y	N	Varies - 1-2 hours/week one on one with your "adopted" Veteran(s)	Work one on one with Veterans in long term care, finding common interests, remembering birthdays and special events, and being available if end of life is imminent. Requires second orientation.
Birthday program	Voluntary Services	Charleston	Y	Y	N	Weekly	Every week -deliver balloons and presents
HBPC Home Visitor 122	Home Based Primary Care	Community	Y	Y	N	Variable. Note background check is required.	<ul style="list-style-type: none"> • Converse and interact with Veterans in their homes • Watch videos, read • Take walks, do crafts, and play games if able • Assist with meal preparations • Inform Veteran of community resources • Observe conditions and notify HBPC staff if you have any concerns
Clinic Admin Volunteer 814	Primary Care Clinic	Savannah	Y	N	N	1 or 2 weekdays/week, noon to 4,	Appointment reminder calls, filing, faxing, answering phones, helping Veterans find their way around the clinic
Lab Courier, Patient Guide	Specialty Clinic 1st floor, lab	RHJ VA	Y	N	N	Wed 8a-4p or any hrs avail	Transporting labs to dumbwaiter (on 1st floor), offering general info/directions to patients
Customer Service 817	Main area	Savannah	Y	N	N	8a-12N or 12n-4p	courtesy calls to patients and administrative tasks ie. Helping DAV Van Coordinator, TeleHealth Nurse or OEF/OIF Social Worker
Physical Therapy Helper - 117	Physical Therapy Team	Savannah	Y	N	N	8a-12N or 12n-4p	Provide assistance in the PT Clinic with retrieving linen or escorting patients to pick up equipment and other assigned areas from PT team member
Greeter -135	Admin Team	Savannah	Y	N	N	8a-12N or 12n-4p	Interact with patients as needed to provide customer service

Education/Library Administrative Volunteer -011	Education	RHJ VA	Y	N	Y	Min 4 hour shift once/week	<ul style="list-style-type: none"> • Assist with Orientations: students, residents and employees • Study and help organize Service Filing system • Assist the affiliation coordinator with affiliation activities • Assist the Educational Program Officer with educational activities • Participate in Service Operations • Assist in library to include intralibrary loans • Other activities as assigned
MOVE Assistant 823	MOVE!	RHJ VA	Y	N	Y	4 hours per week, upon agreement	Reminder calls to patients, lead exercise groups, input data on spread sheets, input MOVE 23 questionnaires
VIST (Visually Impaired Service Team) Volunteer 117C	VIST Program	RHJ VA	Y	N	N	Min 4 hour shift once/week	<ul style="list-style-type: none"> *Assist veterans to sign in for appointments, provide escort services. *F/U phone calls to Veterans *Talk about vision loss to Veterans and family members *Develop ideas for VIST newsletter *Assist VIST with filling out forms *Sending faxes *Getting signed In Pts. to doctor offices
Appointment reminder calls 135	Voluntary Service	RHJ VA, Myrtle Beach, Savannah, Trident Clinic	Y	N	N	Flexible	Make reminder telephone calls for various clinics
Hospital Command Center (HCC) Communications Assistant - 138	Engineering/Emergency Management	RHJ VA	0800-1600	No, unless emergency response	perhaps after several months	weekdays	Assist HCC Communications Unit Leader with HAM radio testing, assist Engineering and Emergency Manager in organizing Communications Unit program, assist Engineering Maintenance tech with VHF/UHF radio testing
NWS Clinic Volunteer 816	Primary Care/Mental Health	Goose Creek	Y	N	perhaps after several months	Mon-Thur 9a-1p	Reminder calls; faxing; prepare new patient packets; label envelopes; copying NOTE: MUST INTERVIEW WITH VICTORIA PRIOR TO ASSIGNMENT

Traffic Assistant - 139	Police Service	RHJ	Y	N	N	weekdays	Assist VAMC Police with traffic control and other related duties that do not require law enforcement authority.
Coffee cart 135	Voluntary Service	RHJ	Y	N	N	Weekday mornings	make and serve coffee to lobby and patient waiting areas. May pick up bagels from Brueggers and serve to patients.
Receptionist 005	Human Resources	RHJ	Y	N	N	Weekdays	First POC for potential Veteran employees seeking information on available open positions, direct inquiries to correct Specialist for information, answer telephones.