

**NORTH BAY GENERAL HOSPITAL
VOLUNTEER RESOURCES DEPARTMENT
DIRECTORY OF VOLUNTEER POSITIONS**

MCLAREN SITE

1. Breast Screening Clinic Volunteer
Provides assistance to patients of the Breast Screening Clinic.
2. Cancer Clinic Volunteer
Assist patients, families and staff during the clinic.
3. Caring Clown Volunteer
Fosters a positive and hopeful attitude through humour and laughter to people within the hospital environment.
4. Charts Volunteer
Assists staff and nursing services by compiling charts for different units in both sites of the hospital.
5. Cystoscopy Clinic Volunteer
Provides assistance and support to patients scheduled for Cystoscopy Clinic.
6. Growing Family Volunteer
Takes photograph of all newborn babies.
7. Gyne Clinic Volunteer
Provides assistance and support to patients scheduled for Gynecology Clinic.
8. Hairdressing Volunteer
Transports patients to and from hairdressing room and assists hairdresser either in hairdressing room or on the nursing units.
9. Information Desk Volunteer
Assists patients and visitors when they come into the Hospital by answering questions and providing direction to the appropriate areas. Relays messages by telephone. Assists with sorting patients' mail.
10. Library Services Volunteer
Assists with distributing and maintaining medical and non-medical books and periodicals for staff and patients.
11. Mail Clerk Volunteer
Sorts hospital and patient mail. Forwards mail for discharged patients when required.
12. Knitting for Others Volunteer
Picks up knitting from various hospital areas and sews knitted squares into covers.
13. OR/PACU Volunteer.
Serves as a liaison between patients/families of patients, staff & physicians.

14. Palliative Care Volunteer
Visits palliative patients and their families as directed by the Palliative Care Coordinator.
15. Patient Clothes Closet Volunteer. Maintains appropriate levels of clothing for patients in need on Complex Continuing Care/Rehabilitation unit.
16. Patient Visiting Volunteer
Provides a pleasant social interaction with patients to enhance their stay in hospital.
17. Personal Patient Service (Nursing Units) & Water Jug Distribution
Assists patients and staff on nursing units to make the patient's stay in the hospital as pleasant and comfortable as possible. Delivers and refreshes water jugs to patients on the Complex Continuing Care and Rehabilitation nursing units.
18. Pet Therapy
Provides patients with opportunities to develop/maintain/renew the enjoyment and memories pets bring to them.
19. Print Shop
Assists Print Shop staff with routine department tasks.
20. Recreational Therapy Volunteer
Assists Recreational Therapist with various group activities for Continuing Care and Pediatric patients.
21. Rocker Roster Volunteer
Provides support and visiting to Paediatric and NICU patients on McLaren site on an on-call basis.
22. Social Services Volunteer.
Assists the Maternal/Child social worker in routine departmental tasks.
23. Stroke Visitor Volunteer.
Brings comfort and companionship to stroke survivor patients.
24. Toy Washing Volunteer.
Washes toys for the Maternal Newborn Clinic once a month or upon request by the Clinic Nurse (if necessary).

SCOLLARD SITE

1. Caring Clown Volunteer
Fosters a positive and hopeful attitude through humour and laughter to people within the hospital environment.
2. Day Surgery Volunteer
Assists with reception, people flow, patient transportation needs and escorting.
3. Emergency Volunteer
Assists Emergency staff with caring for patients and their families.
4. Emergency Pastoral Care Support Volunteer
Provides pastoral care support to patients on an on-call basis as needs arise.
5. Information Desk Volunteer
Assists patients and visitors when they come into the Hospital by answering questions and providing direction to the appropriate areas.
6. Medical Library Volunteer
Organizes the books and journals in the Medical Library so that they can be utilized by staff. Posts notices for medical staff.
7. Knitting for Others Convenor
Coordinates the Knitting for Others program, maintains supplies and monitors the program through contact with the departments.
8. Knitting for Others Volunteer
Picks up knitting from various hospital areas and sews knitted squares into covers.
9. Occupational Health & Safety Volunteer
Assists the Occupational Health & Safety Department in routine departmental tasks.
10. Ophthalmology Laser Volunteer
Assists patients, families and staff during visit to clinic.
11. Ophthalmology Surgical Clinic Volunteer
Assists patients, families and staff during visit to clinic.
12. Orthopaedic Clinic Volunteer
Assists staff and patients by receiving patients and doing appropriate paper work.
13. Palliative Care Volunteer
Assists in meeting the needs of critically ill patients and their families.
14. P.A.R.T.Y. Volunteer
Assists the Coordinator in hosting a group of students through the P.A.R.T.Y. (Prevent Alcohol and Risk Related Trauma in Youth) program.

15. Patient Visiting Volunteer
Provides a pleasant social interaction with patients to enhance their stay in hospital.

16. Pet Therapy Volunteer
Provides patients with opportunities to develop/maintain/renew the enjoyment and memories pets bring to them.

17. Renal Unit Volunteer
Provides support to Renal Dialysis clients through the provision of diversionary activities.

18. Rocker Roster Volunteer
Provides support and visiting to Paediatric patients on Scollard site on a on-call basis.

19. 500 Info Desk/Surgery Care Centre Volunteer
Provides assistance/direction to family members and patients scheduled for Day of Surgery admission, Day Surgery treatment, Endoscopy Clinic, Pre-admission Clinic, and Ophthalmology Clinic.

NIPISSING BUILDING

Human Resources Volunteer

Assists staff with routine office duties.

Organizational Development (OD) Education Volunteer

Assists staff with routine office organization and event support

NIPISSING DIABETES RESOURCE CENTRE

Assists Nipissing Diabetes Resource Centre staff with office-related duties.

FOUNDATION & COMMUNITY RELATIONS

Assists the Foundation and Public Relations with routine departmental tasks, capital campaign activities, public relations events and the hospital newsletter.

VOLUNTEER ASSOCIATION McLAREN & SCOLLARD SITES

All active volunteers for the N.B.G.H. are eligible for membership in the Association and may hold office on the elected Executive Committee. The Volunteer Association administers revenue-generating programs and provides services for the operation of:

- 1) the Tuck Shops
- 2) the sale of H.E.L.P.P. lottery tickets
- 3) the Silk Flower Arranging Program
- 4) Catering Service

OFF-SITE

1. Knitting.
Provides knitted dolls for Emergency, knitted baby outfits and afghans for Tuck Shops, Maternal/Child Centre, Emergency, and for fund-raising raffles.
2. Bereavement Boxes.
Prepares quilted boxes for Stillborn baby program of the Maternal/Child Centre.
3. Miscellaneous Craft Projects.
Sewing, i.e. wheelchair and walker bags for patient use on 300 McLaren Site.
4. Tray Favours.
Prepares special occasion favours for distribution on meal trays.