

#### LIVERMORE POSITIONS:

##### **Surgery Center, 1133 East Stanley Blvd, Livermore**

Overview: This is an outpatient surgery facility. This is a physical position requiring a fair amount of walking and being on your feet. The ability to transport a person weighing 200 pounds is required.

Mandatory wheelchair training is provided.

##### Tasks:

- Greet people and answer the phone
- Disinfect and make up gurneys
- Restock linen supplies as needed
- Provide warm blankets, drinks and crackers to the patients as requested by staff
- Transport discharged patients

##### Shift Hours:

10:00 a.m. – 1:00 p.m. Monday – Friday

#### PLEASANTON POSITIONS:

##### **Emergency Department, 5555 West Las Positas Blvd., Pleasanton**

Overview: This is a physical position. A considerable amount of walking and being on your feet is required. The ability to transport a person weighing 200 pounds is required.

Mandatory wheelchair training is provided.

##### Tasks:

- Replenish supplies
- Maintain a supply of blood tube packages
- Disinfect and make up gurneys
- Transport specimens to the lab
- Provide warm blankets, drinks and crackers to the patients as requested by staff
- Transport discharged patients when requested by staff

##### Shift Hours:

9:30 a.m. – 1:00 p.m.

1:00 – 4:00 p.m.

4:00 – 6:00 p.m.

6:00 – 8:00 p.m.



**Hospital Main Lobby, 5555 West Las Positas Blvd., Pleasanton**

Overview: The main lobby is where patients and visitors get their first impression of the hospital. All volunteers need to conduct themselves in a professional, business-like manner. A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. The ability to multi-task is necessary, as the activity level can be quite high. Basic computer skills are required. This position also requires considerable walking and the ability to transport a person weighing 200 pounds.

Mandatory wheelchair training is provided.

Tasks:

- Greet patients and visitors and provide assistance as needed
- Assist/escort visitors, patients, family members, vendors, etc. with wayfinding
- Answer phones and respond to questions raised
- Deliver flowers
- Transport discharged patients
- Transport specimens to the lab

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday  
12:30 – 4:00 p.m. Monday – Friday  
4:00 – 6:00 p.m. Monday – Friday  
6:00 – 8:00 p.m. Monday – Friday  
10:00 a.m. – 12:00 p.m. Saturday & Sunday  
12:00 – 2:00 p.m. Saturday & Sunday

**Surgery (PreOp/PostOp), 5555 West Las Positas Blvd., Pleasanton**

Overview: This is a physical position. A considerable amount of walking and pushing gurneys is required. The ability to transport a person weighing 200 pounds in a wheelchair is required.

Mandatory wheelchair training is provided.

Tasks:

- Disinfect and make-up gurneys
- Carry patient's belongings to recovery or to their assigned room
- Transport discharged patients in wheelchairs
- Restock supplies
- Transport specimens to the lab

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday  
12:30. – 4:00 p.m. Monday – Friday  
4:00 – 6:00 p.m. Monday – Friday



**Patient Ambassador, 5555 West Las Positas Blvd, Pleasanton**

Overview: A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. A patient's impression of the hospital can be impacted positively by their interactions with an ambassador. Very good interpersonal skills are a must. A considerable amount of walking is required.

Mandatory wheelchair training is provided.

Ambassadors Tasks:

- Visit patients in their rooms (as applicable)
- Notify nurses of any patient requests or needs
- Place patient's items where they can be easily reached
- Refill water pitchers and provide hot blankets (with nurses approval)
- Offer amenities such as papers, books, activities, glasses, etc. to patients
- Replenish supplies
- Transport specimens to the lab (when requested)

Ambassadors in Maternal Child Additional Tasks:

- Replenish supply cart and crib drawer in Maternal Child
- Provide refreshments to family members in Maternal Child only
- Prepare celebratory tables in Maternal Child

Shift Hours:

9:00 – 12:30 p.m. Monday – Friday

12:30 – 4 p.m. Monday – Friday

4 – 6 p.m. Monday – Friday

11 a.m. – 2 p.m. Saturday and Sunday

2 – 5 p.m. Saturday and Sunday

**Laboratory, 5555 West Las Positas Blvd., Pleasanton**

Overview: The in-house laboratory processes the specimens that are collected from patients in the hospital, out-patient laboratory and from pre-op testing.

Tasks:

- Transport specimens
- Prepare blood culture bottles packages and stock MPA trays of consumables
- Centrifuge extra tubes

Shift Hours:

6:00 – 8:00 p.m. Monday – Friday

2:00 – 4:00 p.m. Saturday & Sunday

4:00 – 6:00 p.m. Saturday & Sunday

**Cancer Center, 5725 West Las Positas Blvd, Pleasanton**

Overview: A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. Dedication to helping others, patience, and flexibility are also helpful traits to possess in this area of service. Volunteers must have emotional maturity and good listening skills. This role interacts with patients.

**Tasks:**

- Offer blankets and treats/snacks to patients if they desire
- Talk with the patients and provide support if they desire
- Assist with tasks as directed by staff

**Shift Hours:**

9:00 a.m. – 12:30 p.m. Monday – Friday

12:30 – 4:00 p.m. Monday – Friday