

OP11 Family Friend Volunteer Position Description

Area: OP11 – National Eye Institute, Genetic Ophthalmology

Job Title: OP11 Family Friend

Immediate Supervisor(s)/Coordinator(s): TBD

Days and Times Needed: Tuesday 8:00am-4:00pm (minimum 4 hour shift)

Duties/Responsibilities:

- Sign in & out at the Admissions Desk (volunteer binder)
- Check-in with supervisor for daily assignment
- Provide supervision, distraction and positive recreational activities to children on OP11
- Assist with child care for families enrolled in NEI Genetic Ophthalmology protocols
- Utilize toys, books, videos, etc. approved by NEI outpatient clinic
- Act as an escort to family members going to additional clinic and testing areas (includes OP10, Admissions, Phlebotomy, cafeteria, pediatric playroom or patient library)
- Comply with hospital cleaning policy regarding toys & play area
- Provide administrative support for supervisor/coordinator during downtime

Requirements:

- Ideal candidate(s) will have experience working with children with special needs and/or a background in early childhood education.
- Volunteer should be able to engage children who may have visual and/or auditory impairments or developmental delays.
- Must be physically able to provide safe environment for active children.
- Volunteers should be at ease with people and provide a welcome personality.
- Volunteers should respect confidentiality and preferences of individual at all times.
- Volunteers should not provide counseling or personal advice.
- Volunteers must wear their volunteer jackets and badges at all times.
- This position will not require volunteers to escort children to the bathroom or change diapers. It also does not require assistance with feeding children.

Position-Specific Training Required

Emergency Procedures
Universal Precautions
Patient Confidentiality
Customer Service
Privacy Awareness
On the job training
Criminal Background Investigation
Child Abuse/Neglect Screening