

Volunteer Coordinator, Patient Care Services

Founded in 1975, Hospice by the Bay (HBTB) is California's first hospice and is the second in the nation. Our nonprofit currently serves children of all ages, adult patients and their families in the counties of Marin, San Francisco, San Mateo, Sonoma, and the cities of Napa, American Canyon and Vallejo. A pioneer in the field for more than 44 years, HBTB affiliated with UCSF in 2015.

Hospice by the Bay is seeking a full-time, **Patient Care Volunteer Coordinator** in our **Larkspur** location. This person will coordinate volunteer assignment services for patients/families in collaboration with the hospice interdisciplinary team. Under supervision of the Volunteer Manager, they will operate as a valued team member within the Volunteer Services Department in compliance with organization policies and procedures and applicable laws and regulations. As an integral member of the Volunteer Coordinator team, they will also provide supervision and inspiration to community volunteers seeking varied experiences in end-of-life care.

Essential Duties & Responsibilities include (but are not limited to):

- Coordinates hospice team referrals and patient care related volunteer assignments.
- Participates in weekly hospice team meetings that collaboratively review each patient's plan of care.
- Maintains accurate and timely volunteer activity care plan documentation in the electronic medical record (EMR) system in compliance with federal and state standards and regulations
- Tracks accurate and updated volunteer personnel file requirements in a departmental database compliant with federal and state standards.
- Facilitates recruitment, retention and recognition methods that enhance the Volunteer Services Program
- In cooperation with the Volunteer Services Manager (VSM), plans and implements Volunteer Training/Orientation programs.

Education/Experience:

- Minimum two years' experience providing administrative coordination and supervision of volunteers.
- Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Certificates, Licenses, Registrations:

- Current California Driver's License and automobile insurance that meets State of California requirements, as well as ownership of a vehicle to be used to transport objects.