

Patient Care Volunteer Coordinator, Volunteer 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 **Sonoma** location. This person coordinates volunteer assignment services for patients/families in collaboration with the interdisciplinary hospice team. Under supervision of the Volunteer Manager, this position operates as a valued member of the Volunteer Coordinator Team and maintains compliance with organization policies and procedures and applicable laws and regulations. The person in this position will engage and inspire Sonoma community volunteers who seek 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 interdisciplinary hospice team meetings that review patient care plans.
- Maintains accurate and timely documentation in the electronic medical record (EMR) system in compliance with federal and state standards and regulations
- Tracks and updates volunteer personnel file requirements in a departmental electronic database.
- Facilitates recruitment, retention and recognition methods that enhance the Volunteer Services Program
- In cooperation with the Volunteer Services Manager (VSM), plans and facilitates bi-annual Volunteer Training/Orientation, ongoing continuing education, and monthly volunteer support 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.
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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.