

**VOLUNTEER RESOURCES
BryanLGH MEDICAL CENTER
SERVICE AREAS**

CLERICAL SERVICES

ADVANCEMENT

Clerical Assistant – (East)

Assist staff with a variety of duties.

BENEFITS

Clerical Assistant - (East)

Assist staff with a variety of duties.

BryanLGH COLLEGE OF HEALTH SCIENCES

Administration Offices - Clerical Assistant - (East)

Assist staff with a variety of duties.

Student Services & Alumni Relations - Clerical Assistant - (East)

Assist staff with a variety of duties.

CLINICAL SERVICES

Sleep Center Receptionist - (West)

Assist staff with receptionist duties.

EDUCATION SERVICES

Receptionist - (West)

Answer telephone and take messages during staff meetings.

EMPLOYEE HEALTH SERVICES

Clerical Assistant - (East)

Assist staff with various office duties and run errands.

HEALTH INFORMATION MANAGEMENT

Release of Information - Clerical Assistant - (East)

Assist staff with various office duties.

HUMAN RESOURCES

Clerical Assistant - (East)

Assist staff with various office duties.

Receptionist (West)

Answer telephone and take messages during staff meetings.

Child Development Center - Clerical Assistant - (East)*

Assist staff with various office duties.

INDEPENDENCE CENTER

Clerical Assistant/Special Projects (West)*

Assist staff with various office and reception duties and special projects conducted by the Independence Center.

LABORATORY SERVICES

Clinical Laboratory - Receptionist - (East and West)

Assist staff with receptionist duties.

LIFEPOINTE CLINICAL SERVICES

Clerical Assistant - (LifePointe)

Assist staff with various office duties.

MATERIALS MANAGEMENT

Warehouse - Staff Assistant – (Warehouse)

Assist staff with preparing supplies.

MEDICAL STAFF SERVICES

Clerical Assistant - (East)

Assist staff with clerical duties.

NURSING SERVICES

Mental Health - Clerical Assistant - (West) *

Assist staff with various office duties.

Mental Health - Receptionist - (West) *

Assist staff with receptionist duties at the mental health information desk.

Outpatient Surgery - Clerical Assistant - (East and West)

Assist in putting chart sets together.

Patient Education - Clerical Assistant - (East)

Assist staff with various office duties.

Specialty Clinic – Receptionist - (West)

Assist staff with receptionist duties.

Surgery - Clerical Assistant - (East)

Assist in putting chart sets together.

PATIENT FINANCIAL SERVICES

Clerical Assistant - (West)

Assist staff with various office duties.

Emergency Department - Receptionist - (East)

Greet patients as they arrive in the Emergency Room, provide information and directions to patient/family/visitors.

Outpatient Surgery Admissions - Clerical Assistant – (East) *

Perform receptionist duties and assist staff with various office duties.

Plaza Clinical Services - Receptionist – (East)

Greet patients, answer phones, and assist staff with various office duties.

South Entrance Registration - Receptionist – (West)

Assist staff/patients/families through registration process.

PERI-OP SERVICES

AM Surgical Admitting - Clerical Assistant - (East)

Assist staff with various office duties.

RISK MANAGEMENT

Patient Family Advocacy - Clerical Assistant - (West) *

Assist staff with various office duties.

TRAUMA SERVICES

Trauma Administration - Clerical Assistant - (West)

Assist staff with various office duties.

VOLUNTEER RESOURCES

Bulk Mailing Assistant/Project Assistant – (East and West)

Complete bulk mailing projects/special projects requested by Medical Center departments

Clerical Assistant – (East and West)

Assist staff with various office and reception duties.

Newsletter Assistant – (East)

Assist staff with writing articles for monthly newsletter.

Receptionist On-Call – (East) *

Provide telephone coverage and reception coverage for Medical Center departments on an on-call basis.

DELIVERY SERVICES

VOLUNTEER RESOURCES

Magazine Delivery – (East and West)

Replenish magazines in lobbies and waiting areas on Medical Center campus.

Material Delivery – (East)

Deliver printed materials throughout the Medical Center.

Office Mail Delivery – (East and West)

Deliver mail and small packages to Medical Center offices.

Patient Mail Delivery – (East)

Retrieve, sort and deliver patient mail.

FAMILY SUPPORT SERVICES

VOLUNTEER RESOURCES

Cardiovascular Intensive Care Waiting Room - Host/Hostess – (East) *

Perform receptionist duties in the Cardiovascular Intensive Care Waiting Room.

Cardiac & Vascular/Radiology Waiting Room - Host/Hostess – (East) *

Perform receptionist duties in the Cardiac & Vascular/Radiology Waiting Room.

Intensive Care Waiting Room - Host/Hostess – (West) *

Perform receptionist duties in the Intensive Care Waiting Room.

Surgery Waiting Room - Host/Hostess – (East and West) *

Perform receptionist duties in the Surgery Waiting Room.

HANDCRAFT SERVICES

VOLUNTEER RESOURCES

Bone Pillow Crafter – (East)

Create bone pillows for patients recovering from knee and hip surgery.

Heart Pillow Crafter – (East)

Create heart pillows for open-heart surgery patients.

Special Sewing Projects – (East)

Provide various hand-sewn items requested by departments for patients.

Tray Favor Crafter – (East and West)

Create holiday tray favors for patients in order to make their stay over a holiday more pleasant.

INFORMATION SERVICES

ADVANCEMENT

Tour Guide – (East)

Acquaint community groups with BryanLGH Medical Center and promote good will.

EDUCATION

Orientation Presenter/Tour Guide – (West)

Educate new employees about Volunteer Resources by presenting general information about program. Take participants on guided tour of BryanLGH (script is provided for both).

VOLUNTEER RESOURCES

Bryan Museum at Fairview - Docent – (East) *

Greet visitors to the Bryan Museum at Fairview (William Jennings Bryan House), provide information about the exhibits and answer questions.

Information Desk, BryanLGH Medical Center, Medical Plaza, Women's & Children's Tower - Receptionist – (East and West)

Provide information and directions to patients/families/visitors/staff in relation to various locations throughout the Medical Center.

PATIENT SUPPORT SERVICES

INDEPENDENCE CENTER

Detox Assistant – (West)*

Offer support and companionship to current detox patients.

Outpatient Group Counselor Assistant – (West)*

Assist counselor during outpatient groups.

Support Group Leader – (West)*

Men's Support Group and Aftercare Support Group – provide support and encouragement to clients that are currently in program or have graduated from the program.

NURSING SERVICES

Emergency Department - Unit Assistant – (East and West) *

Perform duties to assist patients and nursing staff.

Geriatric Medical - Animal Assisted Therapy – (East) *

Stimulate discussion, socialization and interaction of patients with others using the animal as the focus.

Mental Health - Activity Assistant – (West)*

Assist Recreation Therapist with group activities for patients. Activity could include playing music for patients or providing other diversional activities as directed by Recreation Therapist. Activity Assistants are utilized in the following Mental Health units: Adult, Child & Adolescent, Senior, and Affective Disorders.

Mental Health – Animal Assisted Therapy – (West)*

Stimulate discussion, socialization and interaction of patients with others using the animal as the focus. Animal Assisted Therapy is utilized in the following Mental Health Units: Adult, Child & Adolescent, Senior, Affective Disorders, and Adult Partial.

Pediatrics - Animal Assisted Therapy – (East and West) *

Stimulate discussion, socialization, and interaction of patients with others using the animal as the focus.

Senior Mental Health – Patient Visitor - (West) *

Visit with patients and assist staff with various duties.

Women's & Children's - Unit Assistant – (East)

Perform duties to assist patients and nursing staff.

NUTRITION & DINING SERVICES

Patient Menu Assistant – (West)

Assist patients with making menu selections.

REHAB SERVICES

Inpatient Rehab - Activity Assistant – (West)*

Play music for patients on the unit.

Inpatient Rehab – Amputee Empowerment Partners Peer Visitor – (West) *

Provide support, information and encouragement to amputee patients and their families

Inpatient Rehab - Animal Assisted Therapy – (West) *

Stimulate discussion, socialization, and interaction of patients with others using the animal as the focus.

Inpatient Rehab – Stroke Peer Visitor – (West) *

Provide support, information and encouragement to stroke survivors and their families

VOLUNTEER RESOURCES

Activity Cart/Activity Room Assistant – (East and West)

Offer patients activities to complete during their hospital stay.

Community Donations Assistant – (East)

Assist with keeping items that are donated to the Medical Center organized, inventoried and stocked in designated departments.

Patient Visitor – (East and West)

Visit with patients and assist staff with various duties.

Special Needs Shopper – (East) *

Shop for items for patients with special needs situations as determined by Medical Center staff.

PATIENT TRANSPORTATION SERVICES

GASTROINTESTINAL SPECIALTIES LAB

Patient Escort – (East) *

Escort/transport patients/families/visitors to and from patient rooms for procedures.

INDEPENDENCE CENTER

Van Driver – (West)*

Transport patients and staff to various activities and meetings.

PATIENT FINANCIAL SERVICES

Admissions - Patient Escort – (East)

Assist staff/patients/families throughout admissions procedure, including escorting/transporting patients/families to areas throughout Medical Center.

RADIOLOGY

Patient Escort – (East) *

Escort/transport patients/families/visitors to areas throughout the Medical Center.

REHAB SERVICES

Inpatient Rehab – Van Driver – (West)*

Transport Inpatient Rehab patients and staff to various activities throughout the city of Lincoln and transport Inpatient Rehab patients from East to West using a BryanLGH vehicle.

VOLUNTEER RESOURCES

Lobby Services Escort – (East and West)

Escort/transport patients/families/visitors to areas throughout the Medical Center.

OTHER SERVICES

BryanLGH COLLEGE OF HEALTH SCIENCES

School of Nursing - Exam Proctor - (East)

Proctor exams for students taking computerized or standardized paper and pencil tests.

CARE MANAGEMENT

Peer Group Facilitator – (East)

Provide peer support to parents with infants currently in the Neonatal Intensive Care Unit (NICU) by helping them make memory pages for their children or group discussion.

HUMAN RESOURCES

Child Development Center - Staff Assistant – (East and West)

Assist staff in completing daily routines and help provide companionship to children.

VOLUNTEER RESOURCES

Clinic with a Heart Team Leader – (Center for People in Need) *

Manage month to month operations of BryanLGH Medical Center sponsored clinic.

Piano Player – (East)

Provide music in Bryan Medical Plaza for patients, visitors, and staff.

* Denotes areas for volunteers age 19 or older.