

**VOLUNTEER RESOURCES
BryanLGH MEDICAL CENTER
SERVICE AREAS**

CLERICAL SERVICES

BENEFITS

Clerical Assistant - (East)

Assist staff with a variety of duties.

BryanLGH COLLEGE OF HEALTH SCIENCES

Clerical Assistant - (East)

Assist staff with a variety of duties.

CLINICAL SERVICES

Sleep Center Clerical Assistant - (West)

Assist staff with office duties.

Sleep Center Receptionist - (West)

Assist staff with receptionist duties.

EDUCATION SERVICES

Clerical Assistant - (East)

Assist staff with various office duties.

EMPLOYEE HEALTH SERVICES

Clerical Assistant - (East)

Assist staff with various office duties and run errands.

HUMAN RESOURCES

Clerical Assistant - (East)

Assist staff with various office duties.

Receptionist (West)

Assist staff with various office duties.

Child Development Center - Clerical Assistant - (East)*

Assist staff with various office 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 AFFAIRS

Medical Staff Services/Medical Education Services - Clerical Assistant - (East)

Assist staff with clerical duties.

NURSING SERVICES

Mental Health - Clerical Assistant - (West) *

Assist staff with various office duties.

Outpatient Medical - Clerical Assistant - (East)

Assist staff with various office duties and perform receptionist duties when needed.

Senior Mental Health - Receptionist - (West) *

Answer phone and take messages.

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.

PUBLIC RELATIONS

55+ - Bulk Mail Assistant – (East)

Prepare bulk mailings for Public Relations and 55 Plus

55+ - Clerical Assistant – (East)

Assist staff with clerical duties.

Clerical Assistant – (East)

Assist staff with a variety of duties.

RISK MANAGEMENT

Patient Family Advocacy - 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 Cardiovascular Intensive Care Waiting Room.

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

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

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

Perform receptionist duties in Medical Surgical 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 and West)

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

EDUCATION

Orientation Presenter/Tour Guide – (West)

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

PUBLIC RELATIONS

Tour Guide – (East)

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

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, Medical Plaza - Receptionist – (East and West)

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

Information Desk, BryanLGH Medical Center - 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

NURSING SERVICES

Geriatric Medical - Activity Assistant – (East)

Assist recreation therapist with activity on the unit by playing music for the patients.

Geriatric Medical - Animal Assisted Therapy – (East) *

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

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

Perform duties to assist patients and nursing staff.

Inpatient Rehab - Animal Assisted Therapy – (West) *

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.

Outpatient Medical - Unit Assistant – (East)

Assist staff with a variety of tasks.

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

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

VOLUNTEER RESOURCES

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

Offer patients activities to complete during their hospital stay.

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.

NURSING 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.

PATIENT FINANCIAL SERVICES

Admissions - Patient Escort – (East)

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

South Entrance Registration - Patient Escort – (West)

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.

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

Exam Proctor - (East)

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

HUMAN RESOURCES

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

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

VOLUNTEER RESOURCES

Piano Player – (East)

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

* Denotes areas for volunteers age 19 or older.