

Position Title:	Book Buddy
Location:	GCH Inpatient
Reports To:	OVP Staff, Child Life Specialist
Schedule:	Monday through Sunday, flexible schedule (morning, afternoon, evening) Commitment of two hours per week One volunteer per shift
Physical Demands:	See Attached
Uniform:	Badge, choice of official OVP issued uniforms
Purpose:	
To provide companionship to pediatric patients and their families by using developmentally appropriate book selections and reading services. The volunteer will bring a meaningful literary experience that is both recreational and therapeutic.	
Qualifications:	
<ul style="list-style-type: none"> · Understanding of and ability to maintain patient confidentiality · Committed to the Mission of Upstate University Hospital · Sensitivity and respect for the diversity of the people we serve · Abide by all infection control standards · Conduct oneself in a mature and responsible manner · Positive and approachable attitude · Good communications skills · Able to communicate clearly in English; bilingual skills are helpful · Understanding and ability to use good customer service skills · Understand scope and limitations of the volunteer role assigned · Adhere to the Volunteer Code of Conduct · Adhere to the Volunteer Dress Code expectations · Desire to support the Patient Experience and support enhancing patient satisfaction within the scope of your role · Honor the commitment you have made to your role 	
Role Specific Qualifications:	
<ul style="list-style-type: none"> · Minimum age 18 years · Experience working with and supervising children · Ability to read aloud in a way that engages pediatric patients · Ability to work independently · Life experience and/or training in working with people in a health care setting, especially children and their family members 	
Training:	
<ul style="list-style-type: none"> · Completion of New Volunteer Orientation through OVP · Maintaining compliance with annual and any additional, mandatory trainings · Completion of Department specific orientation - Book Buddy Training and Orientation by Child life Specialist 	
Duties:	
<ul style="list-style-type: none"> · Provide and supervise age-appropriate reading activities to pediatric patients and/or siblings bedside, in the playroom, or in a waiting area. · Select developmentally appropriate books for pediatric patients to choose from · Support the emerging literacy skills of pediatric patients and their siblings 	

Service Description - Volunteer

- Relay observations of children and family behaviors to the Child Life Specialist
- Assist Book Buddy Coordinator with book inventory, materials management and data collection
- Participate in meetings and special projects with staff and other volunteers as requested.

Restrictions:

- Must Not assume any nursing duties, such as giving patients food or drinks unless directed by a staff person
- Must Not assume any direct Child Life duties, such as accompanying a child to the treatment room
- Must Not give personal phone numbers, address or email or ask for patient's phone number, address or email information
- Must not contact/connect with families or patients on social media
- Must Not give any personal gifts to patients or their families

I agree that I have read and understand the scope of my role that I have been assigned. I agree to follow the description set out above. If I need further qualification, I will return to the OVP staff with questions.

Volunteer Signature

Date

OVP Staff Signature

Date