Our Mission
We strive to compassionately and efficiently provide our patients with the highest quality of care as they approach their end of life.

Please submit application to hospice@networkmedicalmanagement.com

Allied Hospice is looking for a volunteer coordinator to help us to develop the volunteer program. We are looking for experienced coordinator that can devote 5-10 hours per month to help the patient and the families.

**Job Title: Part time Volunteer Coordinator**

To maintain and coordinate the volunteer program for Hospice. Responsible for the orientation, training and coordination of all Hospice volunteers, for volunteer program administration and development in all service areas.

**QUALIFICATIONS:**

- Educational/Degree: High school diploma.
- Training/Licensure: Completes Hospice training program.
- Experience: Minimum 2 years of experience in a related field, preferred. Volunteer activity, preferred.

**Responsibilities:**

1. Plan and supervise delivery of all volunteer services.
2. Assign volunteers to service on the basis of program needs and the volunteers’ interests and skills.
3. Assess and monitor a record-keeping system, which includes services delivered, and actual time involved.
4. Recruit, interview and select volunteers.
6. Assure volunteers’ compliance with Hospice policies and procedures.
7. Plan and conduct volunteer support meetings.
8. Facilitate community awareness and support of Hospice volunteer program.
9. Adhere to Hospice standards, consistently interpret, and accurately perform all assigned responsibilities.
10. Works with IDG concept of patient care.
11. Participate in in-service programs and present in-services as assigned.
12. Completes Hospice training program.