

LIVERMORE POSITIONS

Ambulatory Surgery Center, 1133 East Stanley Blvd, Livermore

Overview: This is an outpatient surgery facility. This is a physical position requiring a fair amount of walking and being on your feet. The ability to transport a person weighing 200 pounds is required.

Mandatory wheelchair training is provided.

Tasks:

- Greet people and answer the phone
- Disinfect and make up gurneys
- Move empty gurneys
- Restock linen supplies as needed
- Provide warm blankets, drinks and crackers to the patients as requested by staff
- Transport discharged patients

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday

Urgent Care, 1133 East Stanley Blvd, Livermore

Overview: This is a clinic for patients with minor injuries or illnesses. This can be a physical position requiring a fair amount of walking and being on your feet. The ability to transport a person weighing 200 pounds is required.

Mandatory wheelchair training is provided.

Tasks:

- Stock gowns, linen, and supplies in the examination rooms
- Check for outdated supplies
- Prepare ice packs, get warm blankets, drinks and/or crackers
- Perform tasks as requested by the nurses
- Replenish the refrigerator in the utility room
- Transport discharged patients

Mandatory wheelchair training is provided.

Shift Hours:

10:00 a.m. – 1:00 p.m. 7 days a week

1:00 p.m. – 4:00 p.m. 7 days a week

4:00 p.m. – 6:00 p.m. 7 days a week

6:00 p.m. – 8:00 p.m. 7 days a week

PLEASANTON POSITIONS:

Emergency Department, 5555 West Las Positas Blvd., Pleasanton

Overview: This is a very physical position. A considerable amount of walking and being on your feet is required. The ability to transport a person weighing 200 pounds is required.

Mandatory wheelchair training is provided.

Tasks:

- Replenish supplies in patient rooms, medication rooms and bathrooms
- Discard used instruments
- Maintain a supply of blood tube packages
- Disinfect and make up gurneys
- Move empty gurneys
- Transport specimens to the lab
- Provide warm blankets, drinks and crackers to the patients as requested by staff
- Transport discharged patients when requested by staff

Shift Hours:

9:30 a.m. – 1:00 p.m.

1:00 – 4:00 p.m.

4:00 – 6:00 p.m.

6:00 – 8:00 p.m.

Emergency Department Greeter/Wayfinder, 5555 West Las Positas Blvd., Pleasanton

Overview: Provide assistance to patients and visitors in the Emergency Department. Assists with wayfinding and transporting for patients and visitors including to appropriate patient rooms or other on-campus locations. A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. This position requires considerable walking and the ability to transport a person weighing 200 pounds.

Mandatory wheelchair training is provided.

Tasks:

- Greets and assist patients, visitors, family members, vendors, etc.
- Transport discharged patients or visitors as needed
- Assists with keeping the waiting area orderly

Shift Hours:

9:30 a.m. – 1:00 p.m.

1:00 – 4:00 p.m.

4:00 – 6:00 p.m.

6:00 – 8:00 p.m.

Hospital Main Lobby, 5555 West Las Positas Blvd., Pleasanton

Overview: The main lobby is where patients and visitors get their first impression of the hospital. All volunteers need to conduct themselves in a professional, business-like manner. A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. The ability to multi-task is necessary, as the activity level can be quite high. Basic computer skills are required. This position also requires considerable walking and the ability to transport a person weighing 200 pounds.

Mandatory wheelchair training is provided.

Tasks:

- Greet patients and visitors and provide assistance as needed
- Assist/escort visitors, patients, family members, vendors, etc. with wayfinding
- Assist and direct approved visitors to the appropriate patient room
- Answer phones and respond to any questions raised
- Follow the protocols set out by the Recovery Room for managing family and friends
- Log in and deliver flowers brought to the hospital
- Transport discharged patients
- Transport specimens to the lab

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday

12:30 – 4:00 p.m. Monday – Friday

4:00 – 6:00 p.m. Monday – Friday

10:00 a.m. – 12:00 p.m. Saturday & Sunday

12:00 – 2:00 p.m. Saturday & Sunday

Pre-Op/Recovery, 5555 West Las Positas Blvd., Pleasanton

• Overview: This is a very physical position. A considerable amount of walking and pushing gurneys is required. The ability to transport a person weighing 200 pounds in a wheelchair is required.

Mandatory wheelchair training is provided.



Tasks:

- Assist in both the pre-op and recovery room areas
- Disinfect and make-up gurneys
- Transport empty gurneys
- Carry patient's belongings to recovery or to their assigned room
- Transport discharged patients in wheelchairs
- Sanitize monitoring equipment
- Restock supplies in bedside cabinets
- Check and restock gowns, pillows and linens
- Transport specimens to the lab

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday

12:30. – 4:00 p.m. Monday – Friday

4:00 – 6:00 p.m. Monday – Friday

Patient Ambassador, 5555 West Las Positas Blvd, Pleasanton

Overview: A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. A patient's impression of the hospital can be impacted positively by their interactions with an ambassador. Very good interpersonal skills are a must. A considerable amount of walking is required.

Mandatory wheelchair training is provided.

Ambassadors Tasks:

- Visit patients in their rooms (as applicable)
- Talk with patients who desire company or who need some additional support
- Notify nurses of any patient requests or needs
- Straighten up rooms if patients request
- Place patient's items where they can be easily reached
- Refill water pitchers and provide hot blankets (with nurses approval)
- Offer amenities such as papers, books, activities, glasses, etc. to patients
- Replenish supplies in patient rooms and personal protection equipment boxes
- Transport specimens to the lab (when requested)

Ambassadors in Maternal Child Additional Tasks:

- Take thank you cards from Maternal Child to mail room
- Replenish supply cart and crib drawer in Maternal Child
- Provide refreshments to family members in Maternal Child only
- Prepare celebratory tables in Maternal Child
- Prepare admit packets and going home booklets in Maternal Child

Shift Hours:

9:00 – 12:30 p.m. Monday – Friday
12:30 – 4 p.m. Monday – Friday
4 – 6 p.m. Monday – Friday
11 a.m. – 2 p.m. Saturday and Sunday
2 – 5 p.m. Saturday and Sunday

Gift Shop, 5555 West Las Positas Blvd., Pleasanton

Overview: A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. The gift shop provides a wide array of merchandise for sale as well as a place to browse. Good interpersonal skills are a must. Basic computer skills are required.

Tasks:

- Assist customers with shopping as needed
- Process transactions using a computerized cash register
- Basic shopkeeping tasks (i.e., dusting, stock fill-in, etc.)
- Fill balloons
- Take telephone orders

Shift Hours:

8:30 a.m. – 12:30 p.m. Monday – Friday
12:30 – 4:30 p.m. Monday – Friday
4:00 – 6:00 p.m. Monday – Friday
11:00 a.m. – 3:30 p.m. Saturday & Sunday

Laboratory, 5555 West Las Positas Blvd., Pleasanton

Overview: The in-house laboratory processes the specimens that are collected from patients in the hospital, out-patient laboratory and from pre-op testing. Considerable walking may be necessary.

Tasks:

- Transport specimens
- Prepare blood culture bottles packages
- MPA specimen tracking
- Stock MPA trays of consumables
- Centrifuge extra tubes

Shift Hours:

6:00 – 8:00 p.m. Monday – Friday
2:00 – 4:00 p.m. Saturday & Sunday
4:00 – 6:00 p.m. Saturday & Sunday



Cancer Center, 5725 West Las Positas Blvd, Pleasanton

Overview: A positive attitude and friendly demeanor is a must for this role, along with effective communication skills. Dedication to helping others, patience, and flexibility are also helpful traits to possess in this area of service. Volunteers must have emotional maturity and good listening skills. This role interacts with patients.

Tasks:

- Offer blankets and treats/snacks to patients if they desire
- Talk with the patients and provide support if they desire
- Assist with tasks as directed by staff

Shift Hours:

9:00 a.m. – 12:30 p.m. Monday – Friday

12:30 – 4:00 p.m. Monday – Friday

DUBLIN POSITIONS

Urgent Care, 4000 Dublin Blvd., Suite 150, Dublin

Overview: This is a clinic for patients with minor injuries or illnesses. This can be a physical position requiring a fair amount of walking and being on your feet. The ability to transport a person weighing 200 pounds in a wheelchair is required.

Mandatory wheelchair training is provided.

Tasks:

- Stock gowns, linens and supplies in the examination rooms
- Check for outdated supplies
- Prepare ice packs, get warm blankets, drinks and/or crackers
- Perform tasks as requested by the nurses
- Replenish the refrigerator in the utility room
- Transport discharged patients

Shift Hours:

5:00 – 8:00 p.m. Monday – Friday

10:00 a.m. – 1:00 p.m. Saturday & Sunday

1:00 – 4:00 p.m. Saturday & Sunday

4:00 – 7:00 p.m. Saturday & Sunday