

Omega LeoMedical Explorer Job Description

Hospice Liaison

First responsibility is to be a strong advocate and cheerleader for volunteer assignments at all area Hospices, the number served is decided by our strength in membership numbers. Keep our Senior Advisor informed (by email is best) as to which Hospice we have Medical Explorer volunteers assigned to in any semester. You should keep up with any differences for each local Hospice's volunteer requirements and training offered. Know the Volunteer Coordinator or key persons to contact to volunteer in each Hospice where we volunteer. Different procedures may be required for different Hospices.

You are the "cheerleader" for Hospice volunteering, encouraging our members to participate and experience the program fully. Hospice is not a volunteer activity that is high on their priority list, but it is seen as one of our more valuable opportunities. In this role you are the primary person responsible for public relations and internal marketing of all our Hospice volunteering opportunities. You should ask for time during a regular weekly meeting to advocate for Hospice volunteering.

You are to introduce yourself to each Hospice Volunteer Coordinator and be a Hospice volunteer yourself in at least one Hospice (preferably one where you can participate in an 11th Hour Program). You should keep a log of all contacts with Hospice Volunteer Coordinators, whether in-person or e-mail. Each Hospice Volunteer Coordinator should know that you are responsible for all our members who volunteer in Hospices and that they can reach out to you if they have any problem with our members (i.e., no shows or inappropriate behavior with patients or family). Any problems identified are to be reported to our Vice-President of Operations and Senior Advisor. .

You are to approve the Medical Explorer before you assign them to a Hospice. Each Medical Explorer is responsible for initiating contact with the Hospice volunteer coordinator, but is also responsible for notifying you when they begin service with any Hospice. You may be involved or even helping introduce the Medical Explorer to the volunteer coordinator. Please help ensure that anyone representing themselves

as a Medical Explorer is actually still an active member. Know which Medical Explorers are volunteering at any area Hospice.

his Liaison is responsible for a monthly report showing the Medical Explorers who have volunteered with each Hospice, dates, Hospice name, hours, any special assignment (i.e., 11th Hour assignment, gift shop, etc.), and Hospice Supervisor. This is to be an accumulative semester report. The report should be sorted by Hospice, Medical Explorer last name, first name, date of service, the event or purpose, and agency Hospice supervisor. Submit the monthly report (and end of the semester report) to our Vice President of Operations and Senior Advisor. Accumulate all Hospice volunteer information in an end of year report after June 30.

In addition, this Liaison is responsible for communication between the Hospice volunteer coordinators and Medical Explorer leadership as to any special events (fund raisers, ceremonies) where Medical Explorers may be of special service. Visit each Hospice coordinator to identify these special volunteer assignments and to ensure open communications. You should report these special events, dates, and Hospice contact person to the Vice-President of Operations and Senior Advisor, and assist in any communication between the Hospice and Medical Explorers. The Vice-President of Operations will assist with recruitment of volunteers for any special events.

The Hospice Liaison should keep informed about any Medical Explorer members who volunteer with an area Hospice and when they may have **completed any required training or orientations** before being allowed to volunteer. This accumulative semester report of Medical Explorers completing required orientation or training (names and dates) should be submitted to the Medical Explorer Training Officer for inclusion in their monthly reports and records.

This Liaison serves as a point of contact for any Medical Explorer interested in becoming a volunteer with area Hospices, helping the Medical Explorer understand requirements, procedures, and contact information for the key person they should report to at the selected Hospice.

If the Liaison learns of any problems with Medical Explorers not performing as required as a Hospice volunteer (being a no-show, not reporting on-time, not performing assigned duties, etc.), they should first approach the Medical Explorer

telling them the importance of meeting all Hospice requirements, and then (if necessary) follow-up with reports to our Vice-President of Operations. Serious problems should be brought to the attention of the President and Senior Advisor.

If any Medical Explorer that is seen as an outstanding example of volunteer service, the Liaison should bring the name of that Explorer to the attention of the Vice-President of Operations, the Public Relations Officer, and the Senior Advisor. Following your HIPAA regulations and that of the respective Hospice (seek clarification from the Hospice volunteer coordinator if needed), work with the Medical Explorer Public Relations Officer to write a PR announcement and help with pictures to document the special service.

It is your responsibility to review and update this job description before new officers and liaisons are brought onboard early in the spring semester. You are to also write, review, and update any Standard Operating Procedures related to your position

First prepared: April 30, 2020

Last modified: January 10, 2026 by Dr. Charles Johnson

Reports submitted BY the Liaison for All Hospices:

1. Each Medical Explorer Hospice volunteer is to report their initial contact with the Hospice Volunteer Coordinator, and the dates for completion of any required orientation or training.
2. Each Medical Explorer volunteer is to report the date, where, hours of volunteer service, and their Hospice supervisor for each assignment as a Hospice volunteer.

Reports submitted BY the Liaison for All Hospices (submitted to the Vice-President of Operations, and Senior Advisor:

1. An accumulative monthly report for the semester of all Medical Explorers who have volunteered with each Hospice. The last month of the semester is the semester report. Begin a new report for each semester. This report should be a Microsoft Excel spreadsheet using the following format.

Hospice	Last Name	First Name	Date	Type of Service or Event	Volunteer Hours	Hospice Supervisor
				Total hours	???	