

I am an Administration volunteer, This is how I help:



- Wiping down the **Lego house** in breezeway
- Vacuuming the **breezeway**
- Vacuuming the **FOH office**
- Emptying the **bins**
- **Answering the front door** and dealing with visitors and deliveries
- **Answering the phone** and dealing with enquiries, transferring calls to relevant person and/or taking a detailed message and emailing relevant person
- Scanning for **discharge charts**
- **Making up charts** for new guests accepted to the service
- Sending out guest **birthday cards**

- **Tidying and respacing** the guest chart filing cabinet in the nurses' office (once per month)
- Maintaining and updating the "**Things to do**" **booklet** in guest family suites
- Making sure we have a **supply of HA folders** with all photocopied forms included
- Write **bereavement cards**
- **Update gift card register** – transfer information from paper sign out sheets to online (once per month)
- **Complete audits** as required
- If the house is quiet, **tidying up the art space** and making up art activities