

Volunteer Position Description

Position Title:	Second Time Around Thrift Shop Sales Associate
Position Type:	Community Centered
Facility:	Wallace Woods / Cov
Position Summary:	
Volunteers staff the Second Time Around Shop located in the Wallace Woods area, at 2014 Eastern Avenue, Covington, Kentucky. Duties include greeting customers and checking out any sales.	
Qualifications:	
<ul style="list-style-type: none"> • Greet and assist customers • Operate cash register • Make accurate change 	
Duties & Responsibilities:	
<ul style="list-style-type: none"> • Volunteers greet customers and assist them in choosing merchandise. 	
Key Accountabilities:	
<ul style="list-style-type: none"> • Assist with stocking/straightening merchandise in shop. • Operates cash register. • Greets and assists customers. 	
Time Commitment:	
<ul style="list-style-type: none"> • Hours: 10:00 a.m. to 3:00 p.m. • Volunteer shifts consist of 1 or more scheduled shifts per month 	
Uniform:	
<ul style="list-style-type: none"> • Volunteer uniform as specified in Volunteer Handbook 	
Date Originated:	2000
Date Reviewed or Revised:	July 6, 2018
Depart Contact & Phone #:	Sandy Metzger, Gift Shop Manager, 859-301-3949
Volunteer Supervisor:	Sandy Metzger, Gift Shop Manager, 859-301-3949

Volunteer Position Requirements

(ADA Checklist)

Requirement Codes

FREQUENCY CODES

Defined as the percentage of time this particular activity is required in the performance of the job. Use one of the following letters as defined below.

N = Not Required (0% of time)
O = Occasional (5-20% of time)
M = Moderate (21-50% of time)
E = Extensive (51% and greater of time)

INTENSITY LEVEL

Defined as the level of importance of this particular requirement. Used more often in lifting, carrying or moving and in the "Mental Requirements" section.

N = Not Required
L = Light
M = Moderate
S = Significant

INTENSITY LEVEL FOR LIFTING AND CARRYING

N = Not Required
L = Light (2 - 7 lbs)
M = Moderate (8 - 24 lbs)
S = Significant (25 - 49 lbs)
H = Heavy (50+ lbs)

Physical Requirements

Sitting
Standing with little movement
Walking
Hearing
Talking
Lifting objects up to waist
Lifting objects overhead
Carrying objects
Pushing/pulling objects
Filing
Finger dexterity/handling/feeling
Typing/keying data
Eye-hand coordination
Near vision
Color vision
Far vision
Night vision
Driving
Reaching
Ascending/descending stairs
Climbing/balancing
Bending/stooping
Kneeling/crouching/crawling
Other, please list

[Click here to enter text.](#)

Frequency Code

Extensive
Moderate
Moderate
Extensive
Extensive
Moderate
Not Required
Occasional
Occasional
Not Required
Extensive
Extensive
Moderate
Occasional
Occasional
Not Required
Not Required
Moderate
Not Required
Moderate
Moderate
Not Required

Intensity Code

Light (2 - 7 lbs)
[Choose an item.](#)
[Light \(2 - 7 lbs\)](#)
[Light \(2 - 7 lbs\)](#)
Moderate

Volunteer Position Requirements (Cont.)

Mental Requirements

Writing
 Spelling
 Reading
 Remembering
 Understanding instructions, information and/or concepts
 Math Skills
 Analysis of information
 Problem solving
 Communication instructions, information and/or concepts
 Decision making
 Learning new tasks
 Drawing
 Originality/creativity
 Others, please list
[Click here to enter text.](#)

Frequency Code

Occasional
 Occasional
 Occasional
 Light
 Occasional
 Extensive
 Not Required
 Occasional

 Not Required
 Not Required

Intensity Code

Light
 Light
 Significant
[Choose an item.](#)
 Light
 Moderate
 Moderate
 Light
[Choose an item.](#)
[Choose an item.](#)

Working Condition (Environment)

Please check these apply to the position

Normal office environment
 Patient care areas
 Medical (non-patient) area
 Alone in department or shift
 Low lighting
 Low ventilation
 Tight work space
 Potential exposure to disease
 Potential exposure to chemicals
 High noise levels
 Potential electrical hazards
 Potential mechanical hazards
 Potentially dangerous equipment
 Wet environment
 Heights
 Outdoors
 Potential exposure to dust/dirt
 Other possible safety risks please list: [Click here to enter text.](#)

Work Schedule

Please place an (X) if these apply to the position

Varying shifts
 Overtime work
 Weekend work
 On-Call work
 Travel
 Other, please list: [Click here to enter text.](#)

Working Demands

- Handles highly confidential data
- Productivity demands (identified)
- Accuracy demands (identified)
- Extended visual concentration
- Other, please list: [Click here to enter text.](#)

Tools, equipment used

Please list:

Cash Register

PROTECTED HEALTH INFORMATION: ROLE BASED ACCESS FORM

Department: Foundation
Position Title: Thrift Shop Sales Associate
Date: December 19, 2011

Does access need to be restricted by location? Yes No

TYPE OF ACCESS

Enter one of the following for each box below:

R = Required

I = Incidental

N = Not Applicable

	Demographic	Insurance	Financial	Clinical	Codified	All
<u>Create</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Modify</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Use</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>View</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Disclose</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Transport</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Maintain</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable
<u>Destroy</u>	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable	Not Applicable

Legend

Type of access:

Create: Primary source documentation. (Dictated reports, nurses notes, notations on the MAR)

Modify: Change incorrect data (According to policy)

Use: Read and view the information to make decisions appropriate for your position.

View: Employee may view certain information, but not expected to make decisions based on what they know.

Disclose: Conveyance of the information to persons or entities outside SEMC.

Transport: Moving information from one place to another. (Should not view)

Maintain: To retain documents/files within office/department.

Destroy: Final legal disposition of our business records.

What Information:

Demographic: Information to identify a person (name, address, race, marital status, religion)

Insurance: Information used to identify payers and insured.

Financial/Claims: Payments rates, account balances, payer analysis, etc.

Codified: Clinical information that is in (alpha) numeric format (ICD-9CM, CPT, Rev. Codes)

Clinical: Information that describes a patient's health status.

All: All of the above.