

# Volunteer Position Description

<b>Position Title:</b>	Business Health Office Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Edg
<b>Position Summary:</b>	
Clerical support in Executive Physical Program and Business Health Services	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Filing competency</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Answer phones and refer to appropriate personnel</li><li>• Filing</li><li>• Copy Records</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Takes accurate and complete messages</li><li>• Maintain patient confidentiality</li><li>• Able to file and copy records</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Four to Six hours per week - currently Thursday.</li><li>• 8 am to 3 pm as needed</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Jacket , khaki pants, walking shoes</li></ul>	