

Volunteer Position Description

Position Title:	Business Health – Data Entry Clerical
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Filing, data entry, answering phone, scanning and copying	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Needs keyboarding/typing skills	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones and refer inquiries to appropriate personnel• Greet and offer assistance to all clients and visitors in the department• Accurately files paperwork• Enters data correctly• Scans documents and attached to appropriate client charts and orders	
Key Accountabilities:	
<ul style="list-style-type: none">• Reports for work when expected• Takes accurate and complete messages• Maintains patient confidentiality	
Time Commitment:	
<ul style="list-style-type: none">• 3 – 4 hours per week minimum between 8am and 5pm – M – F 8am to 1pm on Saturdays	
Uniform:	
<ul style="list-style-type: none">• Business casual, no tank or tube tops, no shorts, skorts or capris or jeans	