

Volunteer Position Description

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| Position Title: | Imaging/Laboratory Clerical and Supply Volunteer |
| Position Type: | Non-patient Care or Service Personnel |
| Facility: | Cov |
| Position Summary: | |
| Assist staff/patients and visitors during day to day functions of the department. | |
| Qualifications: | |
| <ul style="list-style-type: none"> • Maintain confidentiality • Excellent interpersonal skills • Clear communication with patients, staff and visitors • Must be focused and at times be self-motivated. • Proper use of office equipment (fax, copier) • Perform basic clerical duties (reading, writing) | |
| Duties & Responsibilities: | |
| <ul style="list-style-type: none"> • Answer phones and refer inquiries to appropriate personnel • Greet and offer assistance to all patients and visitors in the department • Stock supplies, moves linen, willing to retrieve supplies and/or equipment from the designated storage area • Assists in comfort of the patient (furnish patients with warm blankets) • May escort patients from waiting area to examination or dressing room • Accurate basic clerical functions such as writing, reading and answering phones | |
| Key Accountabilities: | |
| <ul style="list-style-type: none"> • Takes accurate and complete messages and communicates clearly to appropriate personnel • Maintains patient confidentiality • Correctly directs and/or takes customers to appropriate locations • Must be able to follow instructions • Maintain all infection control guidelines • Attendance that is regular and consistent | |
| Time Commitment: | |
| <ul style="list-style-type: none"> • Imaging/Laboratory the best time frame is Monday – Friday 4p to 8p, Saturday 8a – noon & noon – 4p. | |
| Uniform: | |
| <ul style="list-style-type: none"> • Dress or Khaki pants (no Capri's please), closed-toe shoes (sneakers in good condition are fine), volunteer polo shirt or smock over a shirt | |