

Volunteer Position Description

Position Title:	Staffing Office Assistant - Edgewood
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Clerical support in Staffing Office	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Filing competency	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones and refer to appropriate personnel• Filing• Copy Records• Basic computer skills• Microsoft Word and EXCEL experience a plus	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintain patient confidentiality• Able to file and copy records	
Time Commitment:	
<ul style="list-style-type: none">• Tuesdays – Noon to 4:00 pm to Six hours per week	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform, khaki pants, walking shoes	