

# Volunteer Position Description

<b>Position Title:</b>	Weight Management Center Clerical Support
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Flo
<b>Position Summary:</b>	
Clerical support to prepare patient educational materials for various classes/seminars; Assist in preparing new patient charts; Assist in organizing filing for patient charts.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality and understand sensitivity needed for patient population</li><li>• Organization skills</li><li>• Must be able to stand and walk around dept.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
Assist staff in preparing supply stocks of various material packets and binders for patient use; create stocks of new patient charts with tabs for use; Assist staff in filing in charts and charts themselves; Assist as needed on special projects and data gathering within the dept.	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintains patient confidentiality</li><li>• Accurately assembles materials in correct order consistently</li><li>• Reliable to come as scheduled or let dept. manager/staff know if unable</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• 3-4 hours per week maximum between hours of 10am-4pm Mon-Fri.</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Business casual or volunteer uniform</li></ul>	