

Volunteer Position Description

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| Position Title: | Women's Wellness Center –Pre-Admission Educator |
| Position Type: | Non-patient Care or Service Personnel |
| Facility: | Edg |
| Position Summary: | |
| The volunteer will file prenatal charts for the pre-admission educator in the file cabinets on the Family Birth Place. The volunteer will assemble folders, putting in papers and brochures for education to be given out to pregnant patients at their Pre-Admission visit. Periodic calling of patients to remind them of their childbirth class, detailing time & location. | |
| Qualifications: | |
| <ul style="list-style-type: none">• Maintain confidentiality.• Standing for prolonged periods. Assembly of the folders could be done in a sitting position.• Pushing a cart from our office to the 6th floor filled with supplies for the folders | |
| Duties & Responsibilities: | |
| <ul style="list-style-type: none">• File Pre-natal charts in the Family Birth Place Unit• Assemble folders with brochures and papers.• Call patients for class reminders | |
| Key Accountabilities: | |
| <ul style="list-style-type: none">• Maintain confidentiality• Maintain weekly schedule• Leave accurate and complete messages with patients. | |
| Time Commitment: | |
| <ul style="list-style-type: none">• Weekly• Flexible hours 2-4 hours per week.• Volunteer may choose any day of the week Monday – Friday from 8am – 3pm. | |
| Uniform: | |
| <ul style="list-style-type: none">• Casual attire or volunteer uniform | |