

Volunteer Position Description

Position Title:	Registration Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Grant County
Position Summary:	
Meets, greets and assists patients and/or visitors who present to the Registration Department. Assists registrars by taking patients to the appropriate areas for testing, etc.	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Needs good oral and written skills• Must be able to stand for long periods and walk a great deal• Must have knowledge of layout of the facility	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Refer inquiries to appropriate personnel• Greet and offer assistance to all patients and visitors in the department• Walk patients to the appropriate department for testing etc.	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete instructions• Maintains patient confidentiality• Correctly directs guests• Maintains regular weekly schedule• Interacts with individuals in a pleasant and professional manner	
Time Commitment:	
<ul style="list-style-type: none">• The Registration department's hours are 7am to 3:30am seven days a week.• Commitment from the volunteers are (2) Monday 8am to 12 noon, and (1) Wednesday, 8am – 12noon	
Uniform:	
<ul style="list-style-type: none">• Regular volunteer uniform	