

# Volunteer Position Description

<b>Position Title:</b>	Laboratory Clerical Volunteer
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Cov
<b>Position Summary:</b>	
Assist staff/patients and visitors during day to day functions of the department.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality</li><li>• Excellent interpersonal skills</li><li>• Clear communication with patients staff and visitors</li><li>• Proper use of office equipment (fax, copier)</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Greet patients</li><li>• Enter the patient's arrival time and information in the laboratory signature sheet</li><li>• Filing faxed requisitions</li><li>• Making coffee</li><li>• General housekeeping – straightening up the waiting area</li><li>• Escorting patients to the draw rooms</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Takes accurate and complete messages and communicates clearly to appropriate personnel</li><li>• Maintains patient confidentiality</li><li>• Correctly directs and/or takes customers to appropriate locations</li><li>• Must be able to follow instructions</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Monday – Friday 7:00am to 11:00am and 2:30pm to 5:30pm</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Approved volunteer uniform</li></ul>	