

Volunteer Position Description

Position Title:	Nurse Navigator Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Volunteer will assist with assembly of patient information packets, faxing, scanning, and filing. May assist with phone calls to patients to provide a caring word of encouragement.	
Qualifications	
<ul style="list-style-type: none">• Volunteer should be able to assemble information into categories and put packets of information together• Organize information in an easy to assemble and store format, as well as order materials from various entities when supplies are low• Volunteer should be able and willing to learn how to operate a fax machine, file different types of information as instructed and scan information into a scanner• Must have good phone skills/listening skills.	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Assemble patient information packets• Scan patient information, order supplies for patient packets as needed and maintain adequate inventory of supplies• Filing information as needed• Speak with patients to provide emotional support to let them know the Nurse Navigators can assist with questions/concerns• Send notes to patients, maintain patient data base for mailing lists• Complete Nurse Navigator Volunteer Orientation.	
Key Accountabilities:	
<ul style="list-style-type: none">• Maintains adequate supply of patient information to be used by the Nurse Navigators.• Files in correct order, so information is easily retrievable• Scanning of patient information will be maintained so information is easily accessible.• Phone patients on a scheduled basis just to maintain contact and encourage contact for questions/concerns.	
Time Commitment:	
<ul style="list-style-type: none">• 3-4 hours every other week on Tuesday between 8:00 a.m. and 4:00 p.m.	
Uniform:	
<ul style="list-style-type: none">• Traditional volunteer uniform, capris pants are acceptable.	