

Volunteer Position Description

Position Title:	Central Supply Tech Assistant
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Assists Tech 1 Supervisor/Tech1's with transportation of patients, ticket stock with charge slips.	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality.• Must be warm, friendly and courteous at all times.• Must be able to stand for long periods (about 2 hours in a 3-hour day).• Must be able to walk a great deal (about 3-6 miles in a 3-hour day).	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Learning admissions and discharges.• Ticketing stock with charge slips to be sent to units, if needed ticketing stock with charge slips to be sent to units.• Assist with errands as directed by central Tech1 Supervisor.	
Key Accountabilities:	
<ul style="list-style-type: none">• Maintains patient confidentiality.• Ticketing stock with correct charge slip.• Warm, friendly, and courteous at all times.	
Time Commitment:	
Central Tech 1 busy times are around 9:00 a.m.-1:p.m., Monday through Friday. Whatever time volunteer can volunteer is greatly appreciated. Some 2 nd shift times are needed 3:00p.m. to 7:00p.m.	
Uniform:	
<ul style="list-style-type: none">• Standard Volunteer Uniform• Volunteer badge worn on upper portion of body.	