

CLINIC SUPPORT VOLUNTEER

JOB PURPOSE

Clinic support volunteers provide services that allow an expansion of the limited clerical staff to accomplish tasks needed to perform outreach and other clinic tasks.

PRIMARY DUTIES AND RESPONSIBILITIES

Use Excel or other tools to sort/organize donor mailing lists

Support the staff in preparations for mailing and other office tasks

Perform other duties as assigned by Volunteer Coordinator, Patient Relations Supervisor, and/or clinical staff team

TIME COMMITMENT

Volunteers are required to commit to at least six months of service.

Volunteers are required to come at least one shift every two weeks. Each shift is 2-4 hours long.

For the first month, volunteers must come for one shift every week to ensure proper training and schedule consistency.

QUALIFICATIONS

Must be at least 18 years old

Willingness to serve persons with limited access to healthcare and who are from diverse backgrounds

Computer literacy and familiarity with MS Office products and willingness to learn new software applications

Adherence to OSHA and HIPAA confidentiality requirements

Ability to work well in a team setting

Skilled at communicating clearly

Detail-oriented with excellent follow-through skills