

Volunteer Position Description

Position Title:	Cardiac Rehab Assistant
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg, Ft.T
Position Summary:	
The volunteer will assist the Cardiac Therapists and Secretary with general duties of the department. The volunteer will be very involved in several clerical areas. Scanning patient charts in HPF, filing charts, setting up new charts and tearing down old charts. Data entry into our outcomes software and other clerical duties as needed.	
Qualifications:	
<ul style="list-style-type: none">• Maintain patient confidentiality• Stand for long periods of time and walk a great deal• Have keyboard/typing skills	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Data Entry in computer• Refer all inquiries to the appropriate personnel.• Greet and offer assistance to all patients and visitors in the department.• File new and old patient reports and files.• Proper use of copy machine to make copies	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintains patient confidentiality• Maintains regular weekly schedule• Enters data into outcomes software accurately• Scans selected parts of patient charts in HPF	
Time Commitment:	
<ul style="list-style-type: none">• Will take 6 hours per week during our hours of operation. This is flexible with the volunteer's schedule.	
Uniform:	
<ul style="list-style-type: none">• Comfortable clothes, no explicit or disrespectful wording. Long pants and close toed shoes and name badge.	