

Volunteer Position Description

Title:	Employee Health Office Assistant
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg
Position Summary:	
Need general clerical assistance with filing, labeling and assisting with organization of department	
Qualifications:	
Maintain confidential information, typing, ability to file and collate material. Ability to discern whether information relates to specific topic. Training will be provided.	
Duties & Responsibilities:	
This person will interact with St. Elizabeth employees. Answer telephone. Direct employees to appropriate personnel. Give appropriate forms to employees. File incident reports. Maintain confidential information. Assist with the organization of files. Currently have a large project disassembling files to make new files. Type labels, collate information for files. Ongoing responsibility may include entering data for claims.	
Key Accountabilities:	
Takes accurate and complete messages. Enters data correctly. Files incident reports in appropriate file. Responds appropriately to questions. Provides employees with appropriate forms.	
Time Commitment:	
<ul style="list-style-type: none">• 2-4 hours per shift. Monday through Friday would be ideal.	
Uniform:	
<ul style="list-style-type: none">• Business casual	