

Volunteer Position Description

Position Title:	Physician Services Office Assistant
Position Type:	Non-patient Care or Service Personnel
Facility:	Flo
Position Summary:	
Clerical support in Physician Services office	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Filing competency	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones and refer to appropriate personnel• Filing• Database management• Mailings• Creating mailing/e-mail list• Special Projects• Basic computer skills• Microsoft Word and EXCEL experience a plus	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintain patient confidentiality• Able to file and copy records	
Time Commitment:	
<ul style="list-style-type: none">• 2 half days per week (8 to 12 hours per week, hours flexible (am or pm OK), Monday – Friday, prefer same volunteer if possible	
Uniform:	
<ul style="list-style-type: none">• Approved volunteer uniform, khaki pants, walking shoes	