

Volunteer Position Description

Position Title:	Wound Team Office Volunteer
Position Type:	Non-patient Care or Service Personnel
Facility:	Edg, Flo, Ft.T, Cov
Position Summary: Light clerical duties	
<ul style="list-style-type: none">• Answer phones and refer inquiries to appropriate personnel.• Chart preparation for clinic to include pulling charts, labeling chart forms• Light clerical duties to include filing and using copier to copy forms, unpacking, restocking office and clinic supplies	
Qualifications:	
<ul style="list-style-type: none">• Maintain confidentiality• Good organizational skills	
Duties & Responsibilities:	
<ul style="list-style-type: none">• Answer phones and refer inquiries to appropriate personnel. Chart preparation for clinic to include pulling charts, labeling chart forms, removing labels from charts Light clerical duties to include filing and using copier to copy forms, unpacking, restocking office supplies and clinic supplies	
Key Accountabilities:	
<ul style="list-style-type: none">• Takes accurate and complete messages• Maintains patient confidentiality• Prepares charts, files correctly• Maintains regular weekly schedule	
Time Commitment:	
<ul style="list-style-type: none">• 4 hour commitment between the hours of 8am and 530pm on Monday through Friday.	
Uniform:	
Traditional volunteer uniform (smock, jacket or white polo shirt for women, blue jacket or white polo shirt for men) with solid color dress or casual pants only (no denims, no sweat, jogging or spandex pants)	