

Volunteer Position Description

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| Position Title: | Women's Wellness Breast Center Secretarial Assistant |
| Position Type: | Patient Services Personnel |
| Facility: | Edg, Flo, Ft.T, Cov |
| Position Summary: | |
| Provide assistance to front desk secretarial staff and patients. | |
| Qualifications: | |
| Customer Service skills, basic secretarial skills. Good communication and people skills. | |
| Duties & Responsibilities: | |
| Basic secretarial duties, walk patients to changing rooms, collect signatures from patients, file, maintain beverage station, stock gowns, tidy up patient wait areas, answer phones, make phone calls, help patients with paperwork, make mail runs, greet patients, | |
| Key Accountabilities: | |
| Ability to stand and walk patients to rooms for long periods of time. Good communication and people skills when dealing with patients and other staff members. Be able to work in a fast paced environment. | |
| Time Commitment: | |
| <ul style="list-style-type: none">Monday through Friday – 8am – 12pmMonday through Friday – 12pm – 4 pm | |
| Uniform: | |
| <ul style="list-style-type: none">Business casual – dress pants and volunteer shirt or smockComfortable walking shoes | |