

# Volunteer Position Description

<b>Position Title:</b>	Diabetes Education Assistant
<b>Position Type:</b>	Non-patient Care or Service Personnel
<b>Facility:</b>	Cov
<b>Position Summary:</b>	
Assist the diabetes educators with diabetes class paperwork, handouts, name tags, restocking class items. Make phone calls regarding goal accomplishment.	
<b>Qualifications:</b>	
<ul style="list-style-type: none"><li>• Push and pull rolling carts.</li><li>• Bend, stoop, reach, carrying, lifting.</li><li>• Sort education materials.</li><li>• Use the telephone.</li></ul>	
<b>Duties &amp; Responsibilities:</b>	
<ul style="list-style-type: none"><li>• Make class packets for Diabetes Class A, B, C, Gestational, and New Patient Assessments.</li><li>• Restock teaching booklets in the 6 teaching rooms.</li><li>• Make name tags for all class participants.</li><li>• Call patients 3 months after class and ask for a goal accomplish rating.</li><li>• Keep track of packet needs and communicate to coordinator.</li><li>• Post flyers in patient exam rooms.</li></ul>	
<b>Key Accountabilities:</b>	
<ul style="list-style-type: none"><li>• Maintain confidentiality.</li><li>• Remain in scope of non-clinical when speaking with patients.</li><li>• Communicate messages left for goal accomplishment ratings.</li><li>• Communicate class packet needs to coordinate in a timely manner.</li></ul>	
<b>Time Commitment:</b>	
<ul style="list-style-type: none"><li>• Three-four hours per week per volunteer. Hours are flexible Monday through Friday.</li></ul>	
<b>Uniform:</b>	
<ul style="list-style-type: none"><li>• Attire excitable would be comfortable street clothes business casual.</li></ul>	