

## **Position Title: Clinic Admin Volunteer**

**Reports to:** Clinic Manager & Administrative Assistant

**Overview of the position:** Volunteer helps maintain and control the intake and flow of clients.

### **Specific Responsibilities:**

- Pulling and prepping charts for upcoming appointments.
- Organize file charts and filing charts away after appointments.
- Prepare client registration packets.
- Help keep waiting room clean & sanitary.
- Prepare mailings for clients.
- Help make appointment reminder phone calls.
- Offer other support as needed to administrative staff.

**Time commitment:** 1-3 hours per week. A minimum of 40 hours is required per semester. \*The Clinic is open Monday-Friday 8 am to 5 pm.

### **Qualifications:**

**\*Age requirements:** Must be at least 18 years of age.

**\*Skills/education:** Varies, depending on assigned tasks.

**\*Experience:** Responsible and organized.

**\*Training and screening required:** Orientation (with HIPAA training) and on-site training from the administrative staff.

### **Benefits to the Volunteer:**

You will learn basic administrative duties, as well as problem solving, time management, communication and organizational skills.

*I have read the above position description and understand the responsibilities and commitment of the volunteer position. I agree to perform them to the best of my ability.*

Volunteer Name: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Manager: \_\_\_\_\_ Date: \_\_\_\_\_