
Clinic Administration Volunteer

DEPARTMENT: Clinic Administration
LOCATION: BT Specialty Clinics; Ben Taub Tower
SUPERVISOR: Robin Lockett or nurse manager of clinic
HOURS: Monday – Friday; flexible between 7am – 4pm

GENERAL SUMMARY:

Volunteers assist Clinic Administration, Patient Care Technicians and Nurses with daily tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Speaking with patient families, wayfinding and answering questions
- Answering the phone and providing reception and filing as needed
- Assisting PCTs and nurses as needed
- Follows all instructions and policies

QUALIFICATIONS:

- Ability to work unsupervised for a short time
- Mature, outgoing and dependable, with good interpersonal skills
- Ability to communicate verbally with staff, physicians, and visitors in a courteous manner
- Dependable, conscientious and diligent in the performance of duties

TRAINING:

Volunteer Services will provide:

- New Volunteer Orientation
 - Harris Health Mission/Vision/Value
 - Safety
 - Infection Control
 - HIPAA
- Health Screening
 - TB test Questionnaire
 - Proof of Vaccinations (MMR, Varicella, and Pertussis)
- Criminal Background Screening
- Volunteer ID Badge
- Interview with assignment screening and scheduling

Assigned department will provide:

- Tour of the department
- Introduction to the staff members
- Specifics on safety
- On the job training
- Prepared and assigned tasks
- Department specifics orientation checklist

Volunteer Signature: _____

Date: _____