HR & Staffing Manual Section 

APPROVED: 8/28/2018

VOLUNTEER DESCRIPTION

TITLE: FAMILY HEALTH CLINIC ADMINISTRATIVE VOLUNTEER

REPORTS TO: ASSISTANT CLINIC ADMINISTRATOR

STATUS: VOLUNTEER - UNPAID

The Brighter Beginnings Family Health Clinic Administrative volunteer will be working under the supervision of a provider and Assistant Clinic Administraor, and will assist with all administrative needs and clerical needs at the health clinic.

Specific duties may include:

1. Create and laminate clinic signage.
2. Scan documents.
3. Organize and display patient education materials.
4. Collect/organize office equipment (i.e. computers, keyboards, cord, etc.)
5. Sort and organize items in the donation room.
6. Sort and organize items in the clinic kitchen.
7. Assures a clean, orderly, and functional work environment.
8. Assist in front desk staff as needed.
9. Performs other clerical related duties as necessary.

Qualifications:

1. Computer literate with Microsoft Office (Word, Excel) and able to learn new programs quickly.
2. Highly organized, with absolute attention to detail.
3. Excellent oral, written and interpersonal communication skills.
4. Ability to work independently and establish priorities, self-sufficient, and take initiative.
5. Ability to handle multiple requests simultaneously and respond quickly.
6. Flexible, adaptive to change.

Special ADA Requirements:

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodation when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.

2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.

3. Limited physical effort is required.

4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.

5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.

6. Required to drive to other work sites for meetings, conferences, etc.