

# Diabetes Wellness Volunteer

<b>Job Title:</b>	Diabetes Wellness Volunteer	<b>FLSA Status:</b>	Exempt Volunteer
<b>Department:</b>	Volunteer Services		
<b>Reports to:</b>	Diabetes Wellness Director, Volunteer Coordinator	<b>Date:</b>	February 6, 2017

## Position Summary

Volunteer position responsible for Office and clerical tasks under the supervision of the Diabetes Wellness Director and the Volunteer Coordinator.

TIMEFRAME: 08:00-5:30pm Monday-Friday, specific hours TBD by Diabetes Wellness Director

LENGTH OF COMMITMENT: Ideally a minimum of 3 months of one day per week.

ESTIMATED TOTAL HOURS: 5 hours/week

WORKSITE: Human Resources reception desk

## Duties and Responsibilities

1. Competent and efficient use of variety of copy machines
2. Filing
3. Assistance in preparation of supplies and materials.
4. Cleaning and organization of supplies, paper, etc.
5. Mail distribution as directed
6. Assistance with class preparation and processes as requested.
7. Interact with everyone in a friendly, courteous, direct, and caring manner.
8. Demonstrate effective listening and verbal skills.
9. Demonstrate effective communication skills; communicate directly with person(s) and when necessary use lines of authority appropriately to resolve problems.
10. Respond to requests (personal, memo, telephone) in a timely manner.
11. Always promote a good image and speak positively about Mason General Hospital, personnel, projects and activities.
12. Demonstrate initiative, flexibility, and a willingness to learn in performing duties as needed.

# Diabetes Wellness Volunteer

13. Demonstrate personal and professional responsibility and accountability including appearance (adheres to the hospital dress code), attendance, and punctuality.
14. Maintain a neat and orderly work area.
15. This position has access only to the Protected health Information that is necessary to perform the requirements of the position. This information is available in the Protected Health Information Index.

## Organizational Responsibilities

In addition to the duties and responsibilities listed above, all employees and volunteers are expected to support the Mason General Hospital & Family of Clinics mission, vision and values; comply with District policies and procedures; and conduct themselves in an ethical, professional, respectful, and collaborative manner at all times.

## Required Qualifications:

### Education:

None

### Experience:

Experience in office/secretarial skills with expert attention to detail.

### Licenses, Certifications, Registrations:

None.

### Knowledge, Skills, Abilities:

- Must be able to read, write, and follow verbal and written instructions and document the activity provided.
- Must enjoy meeting and working with the public.
- Present self in a professional, friendly and mature manner.
- Must complete the MGH Volunteer Orientation training

### Additional Information:

- All patient information is to be kept confidential.
- Volunteers must not give medical advice to clients and will be trained on the resources available to help patients and families get questions answered.

# Diabetes Wellness Volunteer

## Physical Requirements

	Never = 0% of	Seldom = 1-	Occasional = 10-	Frequent = 30-	Constant = over
Lifting <10 lbs			x		
Lifting 10-35 lbs		x			
Lifting >35 lbs		x			
Carrying <10 lbs			x		
Carrying 10-35			x		
Carrying >35 lbs		x			
Pushing/Pulling			x		
Sitting					x
Standing			x		
Walking			x		
Bending/Stooping			x		
Crouching			x		
Vision	Within normal range with or without corrective devices				
Hearing	Within normal range with or without corrective devices.				
Speech	Within normal range with or without corrective devices.				

## **Machines, tools, equipment which may be representative by not all inclusive**

Computer, Telephone, Copier, Printer