



Role:	Volunteer Laboratory Assistant	FLSA Status:	Exempt Volunteer
Department:	Laboratory		
Reports to:	Lindsay Roberts – Laboratory Supervisor	Date:	Ongoing

Volunteer Position Summary

The Volunteer Laboratory Assistant supports the staff and patients of the Mason Health Laboratory by aiding in ancillary tasks. The volunteer will answer phones and take notes for staff. The volunteer will visit locations in the hospital and clinic for specimen pick up and drop off. The volunteer will assist in duties that do not require laboratory expertise.

Duties and Responsibilities

- Answer main hospital laboratory phone line and take detailed notes
- Communicate phone messages to laboratory staff.
- Walk throughout the hospital and clinic areas to collect and drop off specimens with the main lab.
- Report any concerns/issues to patients' clinical care team in a way that will encourage trust and cooperation.
- Maintain confidentiality and model it for others.
- Be available during assigned volunteer time.
- Be flexible and adapt to new tasks and changes as needed.

Organizational Responsibilities

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

All patient and/or staff 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.

All Volunteers and employees are required to participate in annual safety trainings.

All Volunteers are required to provide the Volunteer Coordinator with the following documentation:

- Volunteers are required to be up to date with COVID-19 vaccination and provide the Volunteer Coordinator with a photocopy of their COVID vaccine card or have a documented exemption.
- Volunteers must document annual flu vaccination or provide a signed declination.
- Take an initial TB test and annually answer a short survey regarding TB symptoms.

Required Qualifications

Education: None.

Experience: None.

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.
- Basic phone etiquette.

Physical Requirements

	Never <i>0% of the time</i>	Seldom <i>1-10%</i>	Occasional <i>10-30%</i>	Frequent <i>30-70%</i>	Constant <i>70%+ of the time</i>
Lifting <10 lbs		x			
Lifting 10-35 lbs	x				
Lifting >35 lbs	x				
Carrying <10			x		
Carrying 10-35	x				
Carrying >35	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