



Medical Department General Assistant Volunteer

Supervisor: Medical Department Coordinator

Basic Functions: As a Medical Department General Assistant volunteer, you will provide invaluable support to the medical department by assisting with various tasks that contribute to the efficient operation of the department. While there may not be consistent tasks daily, your assistance will be appreciated whenever there is a need within the department.

Requirements:

- Willingness to assist with various tasks as needed
- Flexibility to accommodate occasional volunteer opportunities
- Completion of mandatory training sessions provided by the medical department
- Commitment to upholding confidentiality and privacy standards in a medical setting
- Basic knowledge of office equipment and procedures

Responsibilities:

- Transport FedEx packages to the FedEx center as needed
- Make calls to the lab to arrange for sample pick-ups
- Organize and maintain the exam room closet for efficiency and cleanliness
- Launder gowns, ensuring they are washed, dried, and folded properly
- Assist with breaking down boxes and disposing of recyclables
- Print copies of forms used throughout the week for medical records
- Organize the medical/therapy printer room to ensure supplies are readily available
- Assemble care packages using resources from the exam room closet
- Assist in scheduling clients/patients and making reminder calls before appointments

I understand that there is a 6-month commitment, with regular check-ins by the Therapy Department Coordinator. I have reviewed and understand the above functions and conditions of volunteering with the organization.

Signature: _____ Date: _____

Printed Name: _____ (Note: This job description is not an employment contract)