

**MON GENERAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Mon HealthCare Volunteer
DEPARTMENT: Mon HealthCare
REPORTS TO: Executive Director Mon HealthCare, Pam Kaehler
Director, Volunteer Services

Placement Summary: Assists the Mon HealthCare staff with a variety of clerical duties and office tasks, including alphabetizing, filing, photocopying, mailings, and special projects.

Duties and Responsibilities:

Alphabetize and sort documents
File documents to patient files.
Retrieve and return documents and charts.
Open and sort mail.
Assist with preparing mailings.
Assist with special projects.

Training Required: Training to various duties would be provided at Mon HealthCare as applicable to each activity.

Qualifications: Courteous, dependable, detail-oriented individual who has the ability to sort alphabetically, organize, sort, and file confidential documents and charts to the organization's standard. Must be able to operate basic office equipment including a photocopier and standard calculator.

DVS Signature and Date

Department Signature and Date

02/09/10