

**MON GENERAL  
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

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**TITLE:** Diabetic Education Volunteer  
**DEPARTMENT:** Diabetic Education  
**REPORTS TO:** Diabetic Educator and Director of Volunteer Services

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**Placement Summary:** To provide clerical assistance to the diabetic education staff.

**Duties and Responsibilities:**

1. Make copies of patient handouts.
2. Call patients to remind them of their appointment.
3. File.
4. Prepare patient charts for visits.
5. Assist in answering the phone
6. Maintain appropriate information in patient charts.

**Training Required:** 1. Volunteer Orientation  
2. In-service training by department staff

**Qualifications:** Courteous, dependable person who has the ability to learn various functions within the department. Ability to file and sort alphabetically required. Friendly, helpful individual who is willing to learn. Volunteer must maintain confidentiality.

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DVS signature and Date

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Department Signature and Date

October 2014