



## ADMINISTRATIVE ASSISTANT

The clinical administrative assistant on duty will help with general clinic management such as collecting visit donations, assisting with patient paperwork, etc. We are excited about your volunteer interest and invite you to look below.

### *Description of Duties and Responsibilities*

- Greet clients
- Pull records
- Hand out forms as needed
- Instruct clients on how to complete forms
- File records
- Collect clinic donations

### *Supervision*

- Volunteer Coordinator

### *Qualifications (skills, attitude, knowledge, education, etc.)*

- Ability to file and attention to detail
- Desire and ability to work with low-income individuals

### *Training Requirements*

- Short on-site orientation

### *Time Required*

- The clinic requests a 2-3 hour time commitment for each volunteer session

This position and all other volunteer positions at the MFHC require adherence to the MFHC's policies and procedures as stated below:

- Volunteer will notify the Volunteer Coordinator when unable to attend scheduled commitments as soon as possible
- Punctuality and consistent attendance are important and part of your volunteer commitment
- All other policies outlined in the Volunteer Handbook and Reference Manual

For more information, please contact the MFHC volunteer coordinator at [mfhcvolunteer@gmail.com](mailto:mfhcvolunteer@gmail.com) or see our Volunteer Handbook and Reference Manual.