**Volunteer Job Description**

**Job Title:** *Clinic Escort/Administrative Support Clerk*

**Helpful Skills/Experience:**

* *Should be friendly and patient*
* *Good redirection skills for children and parents*
* *Computer skills adequate to use Anasazi Scheduler (to identify when patient arrives)*
* *Good telephone skills*
* *Ability to read and write English*
* *Some experience filing is helpful*
* *Ability to take guidance from Children’s Clinic MD/LVN to escort child and patient to other BHC departments (ie…CBU, Fees, CM, etc…)*
* *Must be physically able to walk for the majority of the shift*
* *Assist with operation of copier and fax as needed*

**Days/Hours Volunteer Needed:**

* *Preferred time would be every other week between 8-5 on Mondays, Tuesdays; 8-10AM and/or 1-5PM on Wednesdays; 8AM-12PM on Thursdays.*

**Volunteer Duties:**

* *Will monitor Anasazi Scheduler on Children’s Clinic days and immediately upon notification of the arrival of the child/family, go to the lobby and escort back to the Children’s Clinic waiting area*
* *Will continue to monitor (at regular intervals) children/parents in the Children’s waiting area.*
* *After completion of the MD visit in the clinic, will escort to next BHC service in the designated department (CBU, CM, etc….)*
* *Will assist with filing in the office as needed*