**Volunteer Job Description**

**Job Title:** *Data Entry and Filing Clerk*

**Helpful Skills/Experience:**

* *Should be friendly and patient*
* *Experience filing*
* *Must be a team player*

**Days/Hours Volunteer Needed:**

* *Work is available any scheduled time, Monday – Friday, 8-5*

**Volunteer Duties:**

* *Will meet with clients in Texas Home Living/HCS program to assist them with their Consumer Directed Services planning and staff hiring*
* *Will bowl with individuals with IDD in Special Olympics tournaments*
* *Will assist with filing in the office.*
* *Will greet clients in the MH lobby and escort them to their appointment areas*

***All BHC Volunteers must complete an application and consent to a background check prior to being assigned. Volunteers will record time worked and report to the Supervisor in the area assigned.***