



Health Administration Assistant

Volunteer position description

Accurately enters chart information into the patient database. This volunteer position will work directly with the clinic coordinator and is vital to keeping the front office running smoothly.

KIM – INCLUDE? Lm:

- Days/Times: Open scheduling between 9 a.m. and 4:30 p.m. on Mondays, Wednesdays or Fridays.
- Once per week (approximately five hours). Six-month commitment.

Benefits of volunteering

- * The satisfaction of being part of a solution to a pressing community need.
- * Opportunity to learn new skills, and keep old skills sharp.