



APPALACHIAN REGIONAL HEALTHCARE SYSTEM

Job Description: Heart and Vascular Center Volunteer at Watauga Medical Center

Position Description:

Assist Heart and Vascular Staff in any capacity within hospital guidelines to support patients, and staff and to help the unit operate smoothly

Directly Responsible to: Volunteer Services Program Manager

Indirectly Responsible to: Heart and Vascular Center Practice Manager

Major Service Functions:

- Provide administrative support to the Medical Records room
- File patient records
- Call patients to check on them and provide follow-up appointment information

Qualifications:

- Excellent interpersonal skills; ability to support other staff members
- Excellent communication skills and telephone skills; ability to communicate professionally with patients and family members
- Self-motivated; able to take initiative
- Organized and resourceful

Training:

- The volunteer in this position must attend a volunteer orientation and complete a competency-based checklist. The volunteer is trained on the unit by designated staff.

Hours:

One 4-hour shift per week. The commitment of 100 hours over an indeterminate length of time