



APPALACHIAN REGIONAL HEALTHCARE SYSTEM

Job Description: Pharmacy Volunteer at Watauga Medical Center

Position Description:

Assist Pharmaceutical 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: Pharmacy Coordinator

Major Service Functions:

- Receive and label medications
- Provided general clerical support to the pharmacy
- Answer phone calls
- Rotate medications
- Deliver medications to hospital units

Qualifications:

- Ability to walk and be on feet for extended periods
- Ability to pay attention to detail and read medication labels
- Excellent interpersonal skills and telephone skills; ability to support other staff members
- Excellent communication skills
- 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