

VOLUNTEER POSITION

Title:

- Administrative Assistant Volunteer

Tasks:

- Work with Human Resources and Directors to provide an organized office facility
- Arrange relevant documents
- Assist with filing
- Assess needs of directors

Purpose:

- Filing will make it possible for the directors to focus more on the needs of their patients
- When documents are organized, our facility is more organized
- Gives staff members a simpler way to oversee their documents
- Directors appreciate assistance and it will be helpful

Results:

- This position will increase the amount of work a Director can do to help their patients directly, rather than focusing on organization. It will also give ASAC a chance to monitor their patients in a more effective way by having their files organized, making them easier to access.

Suggested activities:

- Organizing file rooms
- Filing Documents
- Helping staff organize their offices
- Assisting staff with administration needs

Measures:

- We will measure this by discussing with staff how they feel the volunteer accomplished work, or the amount of work they can complete when they have an organized office.

Qualifications:

- Almost finished with High School
- 17+ years of age
- Communication Skills
- Organizational Skills

Time frame:

- A commitment of six months required
- 1-2 hours per week
- Times: Flexible; dependent upon your schedule

Site:

- ASAC Main Office, 3601 16th Ave SW Cedar Rapids, IA 52404

Supervision:

- This position will be supervised by the Health Information Systems Director. The volunteer will also be working closely with front desk staff.

Benefits/Support Provided:

- Volunteer hours toward state programs, such as school
- Attend professional trainings where certification is provided
- Learn how to file and organize an office correctly
- A letter of support from the director
- Learn about treatment in the community