

VOLUNTEER

Title: Volunteer
FLSA Category: N/A
Reports To: Varies
Direct Reports: None
Date Issued: January 2016

Primary Function:

Greater Baden Medical Services, Inc. has a Volunteer Outreach Opportunities in Brandywine, MD. Assist with administrative support services. Responsibilities: greeter, helper, participate in quick response campaigns in healthcare center. We ask that all our volunteers be dependable and responsible.

Responsibilities:

- Greet and assist patients
- Assist staff with administrative support
- Assist with preparing materials for outreach activities.
- Participate in outreach activities/events
- Assist with preparing meeting materials

Requirements:

- High school, college, and graduate students
- Experience in a healthcare environment a plus
- Excellent attention to detail
- Good communication skills both verbal and written
- Dependable and responsible
- Background check
- TB skin test or chest X-ray as required by the GBMS Guidelines.

Communication:

1. Internal: Superior customer service skills required. This includes tact working with patients, families, and visitors.
2. Works in a team environment with the other clinical staff.
3. External: Excellent verbal communication skills when answering and returning telephone calls.

Working Conditions:

1. Typical medical office setting.
2. Will require driving between health centers.
3. Assignments to particular sites, schedules and hours can be changed at any time with reasonable notice and maybe include weekend hours.

Physical Requirements:

1. Prolonged sitting, primarily at a computer terminal
2. Occasional bending, stooping and stretching
3. Requires eye-hand coordination and manual dexterity sufficient to operate a computer, telephone, calculator, and other office equipment.
4. Requires normal range of hearing and eyesight to record, prepare, and communicate in writing, in person and by phone.
5. Require occasional lifting up to 25 pounds.

Core Values:

Teamwork · Quality · Respect · Professionalism · Commitment

How to Apply:

All interested applicants **MUST** apply through our recruitment portal. To do so please copy and paste the below URL address into your web browser.

<https://home2.eease.adp.com/recruit/?id=19100302>

No telephone calls please.

It is the policy of Greater Baden Medical Services to ensure equal employment opportunity for all persons without regard to race, color, religion, sex, national origin, age, status as a qualified person with a disability, veteran status, marital status, genetic information, union affiliation, actual or perceived sexual orientation or any other characteristic protected by federal, state, or local law.