

**MON GENERAL
VOLUNTEER SERVICES PLACEMENT DESCRIPTION**

TITLE: Employee Health Volunteer
DEPARTMENT: Employee Health
REPORTS TO: Director Volunteer Services, and Employee Health Nurse

Placement Summary: Assist Employee Health Nurse with basic office work.

Duties and Responsibilities:

1. Assist with file organization-filing and purging.
2. copying
3. making packets
4. other duties

Training Required:

1. Volunteer Orientation
2. Training with Employee Health Nurse

Qualifications: Volunteer must be professional, dependable, polite, file by alpha, and understand the importance of confidentiality.

DVS Signature and Date

Department Signature and Date

02/10/10