

**Panhandle Home Health, Inc.**  
**Position Description**  
**Volunteer: Administrative Volunteer**

**PRIMARY FUNCTION**

To furnish the services of the volunteer program.

**POSITION SCOPE**

To assist with mailings, typing, copying, newsletters, phone surveys, thank you notes, inventory, and medical records tasks.

To assist with special events, projects, and fairs.

**PERFORMANCE RESPONSIBILITIES**

1. Behaviors are consistent with the philosophy, mission, vision, and goals of the Agency.
2. Works as a team member with all Agency departments, supervisors, and volunteers.
3. Demonstrates critical thinking and decision making abilities in furnishing services of the volunteer program.
4. Documents on required forms and ensures patient confidentiality consistent with HIPAA regulations.
5. Takes responsibility for identifying self development needs.
6. Participates in performance improvement activities.
7. Adheres to all Agency policies, procedures and regulations.
8. Adheres to the Corporate Compliance Plan.
9. Participates in required training, meetings, in-service, and committees as scheduled.
10. Performs other duties as assigned.

**POSITION QUALIFICATIONS:**

1. Possesses good interpersonal communication skills.
2. Possesses office and clerical skills.
3. Able to get along with people.
4. Exercises good judgment.
5. Able to read and write at high school level.
6. Does not pose a direct threat to the health and safety of self or others in the workplace.  
and
7. Has not been convicted of a crime or suspended or excluded from participation in Medicare / Medicaid Programs or other federal health care programs.

**REPORTS TO:** Director of Volunteer Services

**SUPERVISES:** None

**OSHA BLOODBORNE PATHOGENS CLASSIFICATION:** Category II

**POSITION DESCRIPTION REVIEW**

I have read and received an explanation for this Position Description. I understand and agree to fulfill the performance responsibilities. I also understand that this position description may be

changed at any time in the interest of improved home health care of Panhandle Home Health, Inc. Notification of any changes in this position will be made in writing.

\_\_\_\_\_  
Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Volunteer Services

\_\_\_\_\_  
Date

\_\_\_\_\_  
Administrator

\_\_\_\_\_  
Date