

REX HEALTHCARE VOLUNTEER POSITION DESCRIPTION

Volunteer Position Title: Stock Clerk

Service Area/location: Distribution/All areas

Hours and Days of Assignment: 10-2 (One day a week)

Relationships:

Reports to: Distribution Manager

Interrelationships: All patient care areas, Critical areas, ED, HV and Women's center

Role and Purpose of Assignment:

Help maintain supply rooms, expired items, organizing to help keep supply rooms functional

Essential Job Duties and Responsibilities:

Check dates, organization, learning supplies and room setups to help keep rooms current with supplies. Ensuring dated products are removed to ensure patient care is not affected.

Behavioral Expectations:

Exhibits a friendly, professional manner in all communications. Remains polite and courteous of all parties and maintains a helpful manner.

- **Projects a strong, service-oriented, attitude toward all patients, clients, visitors and staff.**
- **Adheres to all safety standards, policies and procedures. Reports any unsafe working condition or equipment to the supervisor. Practices Universal Precautions.**
- **Demonstrates an appreciation and appropriate response to the needs of people of all ages.**
- **Abides by all Rex rules and regulations; understands and follows the confidentiality policy and abides by HIPAA regulations. Refrains from seeking information that is not needed to complete job duties.**
- **Strives to maintain a clean and orderly environment.**

over

- Accepts responsibility for continuous improvement by making suggestions.
- Refrains from using strong odors, i.e. colognes, perfumes, etc.
- Reflects the values of the organization.

Age specific requirements: (Note: This applies only to positions with direct patient contact)

Skills and Qualifications:

- Able to understand and abide by the confidentiality policy and follow HIPAA regulations
- Able to meet the attendance requirements of the assignment
- Has excellent customer relations skills
- Able to stand for long periods
- Reading small print

Physical requirements:

Able to walk and stand for long periods.

Length of commitment required:

Indefinitely, we would like to keep this role going year round.

Training Plan:

- Completes Orientation for all new Rex staff.
- Participates in training to learn specific job duties
- Completes all annual re-orientation training requirements, included but not limited to: fire prevention, safety, infection control, confidentiality, HIPAA, and behavior standards.
- Annually completes a TB screening.
- Attends in-service and other staff meetings, as needed

VSD/your dept (date implemented, revised, reviewed)