



Health Alliance Administrative Assistant

Number of Volunteers: 1

Commitment: 2-4 Hours, weekly

Schedule: Weekdays, 8am-4:30pm

Location(s): Linn County

Goal:

The Health Alliance Administrative Assistant is responsible for advancing HACAP’s mission to promote the positive health, development and well-being of local children and their families. Duties may include assisting with the maintenance of our Health Alliance’s paper file system (ensuring files are up-to-date, alphabetized and clearly marked for easy access), preparing client file tracking sheets and monthly mailings. The Health Alliance Administrative Aide may also assist with data entry and other administrative duties as assigned.

Expectations:

- Volunteers should support HACAP’s Mission to build strong communities by providing information and supporting families in their efforts to gain comprehensive and affordable healthcare for their children.
- Ensure confidentiality of any information concerning an employee, client, family, financial condition or personal peculiarities is strictly maintained.
- Must adhere to HACAP Health Alliance health, safety and security precautions as outlined in volunteer pre-orientation materials.
- Volunteers must be at least 18 years of age.

Qualifications:

- Reasonable accommodations can be arranged to enable individuals with disabilities to perform the essential functions. Job training is provided during a mandatory one-hour volunteer training/orientation session, which will be scheduled prior to first volunteer shift.
- Ability to follow instructions and work comfortably with Health Alliance Staff.
- Ability to work seated and standing for 2-4 hours.
- Ability to operate office equipment such as copiers, printers and phones and perform other administrative duties as assigned.