



# Volunteerism

— AT SOUTHWEST HEALTH —

*Make Your Mark*

**DEPARTMENT:** Diabetes Education

**JOB TITLE:** Diabetes Education Volunteer

**REPORTS TO:** Diabetes Education Director

## **ROLE SUMMARY:**

The Diabetes Education Volunteer is responsible for assisting the Diabetes Education Department in preparing monthly mailings.

## **JOB QUALIFICATIONS:**

- A. Exceptional interpersonal and organization skills while demonstrating good work ethics, leadership and performance.
- B. Ability to maintain a high level of confidentiality.

## **ESSENTIAL FUNCTIONS:**

When interacting with employees, other volunteers, patients and the general public, portrays a professional, confidential, honest, fair, and respectful manner.

Works with the Diabetes Education Department personnel on projects as assigned or determine by need, helping other team members when own work is completed.

Executes procedures and assists the Diabetes Education Department

Folds flyers and applies address labels for monthly mailings.

## **PHYSICAL REQUIREMENTS:**

### **Continuous Demands (61%-100% of the time)**

- Reading/ability to visualize information on paper documents
- Simultaneous use of hand, wrist and fingers
- Sitting for an extended period of time

### **Frequent Demands (31%-60% of the time)**

- Reaching and stretching arms above head to access files or other resource information
- Walking, standing and bending
- Requirements for far acuity, sharpness of vision and distinguishing colors

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1400 Eastside Road, Platteville, WI 53818

p.608.348.2331

f.608.342.4713

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## **Occasional Demands (1%-30% of the time)**

- Standing, climbing and crawling

## **ENVIRONMENTAL CONDITIONS:**

- Occasional exposure to noise, dirt/dust, and smoke

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for personnel so classified.

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Volunteer Name

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Volunteer Signature

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Date