



Volunteerism

— AT SOUTHWEST HEALTH —

Make Your Mark

DEPARTMENT: Laboratory

JOB TITLE: Laboratory Volunteer

REPORTS TO: Laboratory Director

ROLE SUMMARY:

The Laboratory Volunteer is responsible for assisting the Laboratory Department in transporting patients and specimens from the Platteville Clinic to Hospital Laboratory. Volunteer will also greet outpatients at the South end of the Platteville Clinic.

JOB QUALIFICATIONS:

- A. Strong verbal communication skills.
- B. Proper phone etiquette.
- C. Ability to frequently walk to different levels of the hospital.
- D. Basic understanding and comfort with computers.

ESSENTIAL FUNCTIONS:

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

Greets entering and exiting patients at South entrance and directs them to proper locations.

Answers desk phone and transfers caller to appropriate persons.

Escorts patients to Platteville Clinic, Hospital Laboratory, or X-Ray Department (may need to push wheelchairs).

Transports specimens between Platteville Clinic and Hospital Laboratory.

Transfers paperwork to correct departments on computer and enters patient information into system.

PHYSICAL REQUIREMENTS:

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

- Operation of standard office equipment (i.e. computer, telephone)
- Simultaneous use of hand, wrist, and fingers
- Use of oral communication to perform work

With us, it's always personal



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- Sitting for extended periods
- Walking for extending periods

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

- Pushing/lifting 30+ pounds
- Reaching and stretching arms above head to access files or other resource information
- Requirements for far acuity, sharpness of vision and distinguishing colors

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

- Standing, bending, climbing and crawling

ENVIRONMENTAL CONDITIONS:

- Exposure to noise, dirt/dust, and outside elements

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.

Volunteer Name

Volunteer Signature

Date



Southwest
—HEALTH—

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