

## VOLUNTEER LAB ASSISTANT

### Job Description

#### SUMMARY OF DUTIES

The Volunteer Lab Assistant is responsible for providing support to back lab by assisting medical assistants and clinicians in maintaining clinic flow.

#### RESPONSIBILITIES

- Stock examination rooms with necessary supplies.
- Set up examination rooms for appropriate type of appointment during clinic.
- Notify Medical Assistant if blood draw is needed.
- Room patients and provide instructions.
- Organize chart papers after patient visits are complete.
- Clean rooms after patients have exited.
- Assist with birth control pill pickups.
- Assist with pregnancy and urine testing.
- Assist with other Family Tree lab responsibilities as requested by staff.

#### QUALIFICATIONS

Participation in Family Tree's volunteer training programs and demonstrated ability to carry out responsibilities named above. Completion of all HIPAA required materials. Prior knowledge of family planning and sexual health issues and/or experience in medical setting preferred.

#### REPORTING RELATIONSHIP

The Volunteer Lab Assistant is supervised by the Education and Support Coordinator in consultation with Medical Staff.

#### TYPICAL WORKING CONDITIONS

Lab or examination room in a medical office setting.

#### HOURS PER WEEK

Hours vary. Two shifts per month are required.

#### PERKS

Volunteer Lab Assistants are eligible for one free exam per year in addition to purchasing supplies and medications at cost.

