

Periodontology Volunteer Opportunity Description

PURPOSE: To assist faculty and staff in basic administrative functions.

DAYS/HOURS: Monday, 9 – 2pm, Wednesday 9-2pm

NUMBER OF VOLUNTEERS: One volunteer per 5 hour shift

VOLUNTEER RESPONSIBILITIES:

- To be courteous, cooperative, and considerate when dealing with patients, visitors, and UConn Health Staff.
- To hold in strict confidence any information, observed, overheard, or surmised regarding a patient, a diagnosis, or a member of the hospital staff.
- To be patient & sensitive to divergent cultures, religions, ethnicities, and persons with disabilities.
- To perform only those tasks within the scope of volunteer duties
- To be punctual and attentive in performing duties
- To be compliant with the department specific standard operating procedures
- To be compliant with all UConn Health trainings & competencies

DUTIES/DAILY PROCEDURES:

1. Help with basic organizing and filing.
2. Transfer photographic slides and save them as digital files.
3. Scan and organize electronic files.
4. Other basic administrative work as needed.

MINIMUM REQUIREMENTS:

- Ability to carry out written and oral instructions
- Knowledge of proper grammar, punctuation and spelling
- Knowledge of office procedures
- Strong interpersonal, communication skills and computer abilities
- Ability to maintain professional demeanor with staff in high-stress situations
- Lift up to 40 pounds
- Stand and sit for periods of time

SUPERVISION: While on duty, receives direction from the Administrative Program Coordinator or their assigned delegate.