

20th Force Support Squadron - Veterinarian Clinic

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Veterinarian Assistant - Office Administration
CONTACT PERSON: Emily Pearman, CPT
PHONE: 803-895-6155
WORK LOCATION: Shaw AFB VTF
ORGANIZATION: US Army/ 20th FSS
ADDRESS: 413 Myers St
HOURS NEEDED: 0800-1530
DAYS NEEDED: Tuesday, Wednesday, Thursday, Friday

VOLUNTEER DUTIES: Volunteer would be trained to assist receptionist with answering phones, scheduling appointments, filing patient records, pulling patient records for appointments, greeting clients and preparing their charts, would be trained to look up patient history in the clinic's computer system, assisting staff in keeping clinic clean and sanitized (such as sweeping, moping, laundry), assist office manager or veterinarian with receiving orders including stocking and discarding packaging, preparing laboratory service shipments, preparing vaccines and heartworm test kits for veterinarian and technicians

SPECIAL REQUIREMENTS:

1. Must be comfortable with dogs/cats
2. Able to communicate effectively over the phone
3. Neat, legible handwriting

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Opportunities for learning more about veterinary medicine
2. Fun, supportive work environment

TRAINING:

1. Training volunteer will receive training on operation of various office equipment to include, but not limited to: computers, scanners, FAX machine, and copy machine
2. Training will be one-on-one instruction from veterinary clinic staff

Signature of "Volunteer"

Date

Signature of Supervisor

Date