



Community Healthcare Center
Reaching Out To Everyone

Administrative Clerk	
Purpose: Provide clerical support for the Human Resources Manager, Payroll Accountant, and Compliance Officer. The goal is to provide quality and dependable administrative assistance in support of corporate operations	
Position type Non-direct service volunteer	Commitment Level 4 hour shift 1 shift per week (2 shifts per week max)
Department Corporate	Reports to: HR Manager

Responsibilities:

- Assist with filing and organization of HR documents.
- Assists with creating folders for personnel files and Quality Assurance and Compliance/Performance Improvement documents.
- Assists with pulling medical charts and dental charts for routine audits that are performed by the Compliance Officer.
- Assist payroll accountant with filing.
- Performs other duties as assigned and may cross-train for other functions.

Skill Set

- Knowledge of basic filing.
- Accurate and detail oriented.
- Computer experience including data entry and word processing.
- Ability to sit or stand for an extended period of time.

The health care provider stands in a fiduciary relationship with the patient. This relationship is bound by strict duties of secrecy and fidelity. Do not reveal any information about a patient's medical condition or treatment to anyone, either inside or outside the Center.

- Basic counting ability.
- Elementary reading, writing and speaking proficiency.

Volunteer Signature _____ Date _____

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