



Patient Survey Assistant	
Purpose: Provide support to the Marketing & Outreach department by administering patient surveys in the patient waiting areas and by making patient experience calls.	
Position type Direct service volunteer	Commitment Level (1) 2-4 hour shift or (2) 2-4 hour shifts (Max)
Department Community Relations	Reports to: Director of Marketing & Outreach

Responsibilities:

- Administers patient satisfaction surveys in the patient waiting areas.
- Makes calls to recent patients regarding patient experience survey questions.
- Performs other duties as assigned and may cross-train for other functions.

Skill Set

- Friendly and courteous at all times.
- Accurate and detail oriented.
- Ability to sit, stand and bend for an extended period of time.
- Reading, writing and speaking proficiency.
- Bilingual preferred.

Volunteer Signature _____ Date _____

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.