

Youthville

Title	Volunteer – FCS Records Dept.	Position Code	
Supervisor	Office Manager	Date Implemented	Sept., 07
Department	FCS - Administration	Date Evaluated	Sept., 07
Exempt Status	Volunteer	Rev Implemented	

Summary

Assist Youthville Family Consultation Records Clerk with sorting filing and other small projects in Records Department

Essential Functions

90% Centralized Records

Assist Records Clerk with sorting filing using a numerical system that includes numbers up to 9 digits

10% Other

Assist Records Clerk with other small projects as assigned

Other Functions

Other duties as assigned

Knowledge, Skills, Abilities

Self Management

- Strong organizational skills.
- Ability to work independently with minimal instruction.
- Able to work flexible hours and days.
- Able to handle multiple assignments simultaneously.
- Emotional maturity and ability to handle stressful situations.
- Has reliable transportation.
- Meets attendance expectations
- Respects client confidentiality.

Achieving Results

- Ability to read, recognize and comprehend numbers up to 9 digits
- Physically fit enough to lift minimum of 10lbs, ability to lift over head, able to sit or stand for long periods of time
- Ability to work independently in a quiet atmosphere
- Basic communications skills including asking questions for clarification and communicating with records clerk for directions and additional tasks when needed
- Able to support the mission, philosophies, goals, and objectives of Youthville.

Interpersonal Skills

- Ability to work productively
- Adept at working well with team members.
- Demonstrated positive work ethic.
- Treats clients and coworkers with respect.

Communication

- Strong oral and written communication skills.
- Speaks clearly and can be understood.
- Listens effectively.
- Maintains confidentiality in oral and written communication.

Education

None

Certification/Licensure

None.

Work Experience

Prefer successful data entry or medical records experience involving multiple tasks and responsibilities.