

Planned Parenthood® of Indiana

JOB TITLE: Patient Supporter

FUNCTION: Help support our health centers and patients, by providing transportation and various other functions to those in need.

ESSENTIAL FUNCTIONS:

- May transport patients from health center to home.
- May support health centers by escorting patients into health centers.
- May gather magazines from community and friends and distribute to health centers accordingly for patient waiting rooms.
- May help with initial check-in process; explain and help complete paperwork.
- Qualified volunteers may be used as interpreters.

OTHER FUNCTIONS:

- Support Planned Parenthood's mission, goals and policies.
- Strictly adhere to our confidentiality policy at all times
- Maintain strict confidentiality concerning patients.

PREFERRED QUALIFICATIONS:

- Known skills from high school curriculum.
- Knowledge of patient confidentiality laws.
- Previous health center work is a plus

PROFESSIONALISM:

- Displays appropriate attitude, actions and work attire for the position.
- Demonstrates commitment, dedication and positive behavior.

COMMUNICATION:

- Communicates openly and directly; Asks volunteer program coordinator if questions arise.
- Able to adjust communication style according to the needs of the audience and the situation.

TEAMWORK:

- Able to gain cooperation from others and work collaboratively toward solutions which generally benefit all involved parties.
- Proactively identifies opportunities to assist others and ensures that information is communicated accurately and timely.
- Behaves honestly and ethically.

PLANNING AND ORGANIZING:

- Establishes a systematic course of action to accomplish specific objectives.
- Determines priorities and uses time effectively.

Planned Parenthood® of Indiana

ATTENTION TO DETAIL:

- Thorough in accomplishing a task.
- Accurately completes projects on time.

JOB KNOWLEDGE & COMPREHENSION:

- Understands and is knowledgeable of the duties, methods and procedures required by the job.

SPECIAL REQUIREMENTS: Able to maintain confidentiality of all Planned Parenthood of Indiana business and activities on and away from the job. Travel may be required.

LICENSES: Valid driver's license

REVISION DATE: August 2010

HOURS: Varies

Volunteer Printed Name *(please print clearly)*

Volunteer's Signature

Date