



An Affiliate of  UnityPoint Health

VOLUNTEER POSITION DESCRIPTION

Title/Position: Materials Partner

Goal of Position: Provide department support in effort to enhance efficiency and assist with the function of the department for the whole of the health center.

Duties:

1. Assist with placing date labels on items for delivery
2. Shadow department employees
3. Run errands within the hospital
4. Promote and have basic knowledge of Clinic, Hospital, and community support for patient assistance

Time Frame:

Length of commitment: 6 months

Length of shift: 1-2 hours

Scheduling: Varies and agreed upon by Department Manager and volunteer
No Holidays or weekends

Worksite: Materials Department

Minimum age: 14

Qualifications Sought:

1. Must be willing to work in a team environment focused on Lucas County Health Center's Core Values
2. Must be willing to interact with patients and staff in a positive and friendly manor
3. Must be able to read and write
4. Good verbal communication skills
5. Confidentiality is CRITICAL
6. Understand how to complete job tasks
7. Communicate adequately with patients and staff as necessary
8. Reliable and organized
9. Understand and follow safety guidelines
10. Understand the Volunteer Handbook and all Clinic and Hospital policies and procedures
11. Must understand and follow Lucas County Health Center's Core Values

Benefits:

1. Being a member of a team that focuses on Lucas County Health Center's Core Values
2. Free meal or snack provided during shift at Bistro or Gift Shop
3. Discount of 20% at Gift Shop

4. Invitation to all LCHC Volunteer Services recognition events, open house, Hospital Week and Holiday activities

For Further Information:

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