TITLE: Information Technology (IT) Volunteer
Location(s): Multiple – San Francisco, San Mateo, and Santa Clara County
Projected Hours: Flexible
Host Name Manager of Information Services

SUMMARY OF VOLUNTEER POSITION:
Under the supervision of the Manager of Information Services, volunteers will help with testing new Electronic Health Record (EHR) systems, processes and physical equipment at NEMS.

ESSENTIAL FUNCTIONS:
 Help test IT systems and report any issues to IT staff.
 Assist with general IT support under the guidance of NEMS Desktop and Applications teams.
 Assist in other clerical and/or administrative duties as appropriate.
 Uphold HIPAA guidelines and maintain confidentiality in all interactions.

PREFERRED QUALIFICATIONS:
 High school student or older.
 Competency in working with computers, telephones, and office equipment.
 Able to take responsibility for assigned tasks.

LANGUAGE:
 Fluent reading, writing, and speaking in English is required.

This is a volunteer position. I, the undersigned, acknowledge that I have read, understood, and accepted this position description and am able to perform these essential job functions without restrictions. I also understand that it may be modified from time to time.

Volunteer Print Name__________________________Volunteer Signature__________________________Date________________________

If the volunteer is under 18 years of age, please also have your parent/guardian sign below:

Parent/Guardian Name__________________________Parent/Guardian Signature__________________________Date________________________

Volunteer Coordinator Name__________________________Volunteer Coordinator Signature__________________________Date________________________

NEMS Host Name__________________________NEMS Host Title________________________