

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

Parent/Guardian Name	Parent/Guardian Signature	Date
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Volunteer Coordinator Name	Volunteer Coordinator Signature	Date
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NEMS Host Name	NEMS Host Title
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NORTH EAST MEDICAL SERVICES VOLUNTEER POSITION DESCRIPTION

NEMS Host Signature

Date