

1. Keep accurate attendance records and be punctual for all activities and appointments. Submit Ancillary Staff log by posted due dates.
 2. Distribute and collect member surveys as needed.
 3. Create and display a calendar listing every planned trip or event.
 4. Enter client data in a patient registry.
- Maintain confidentiality of patients and program participants, while compiling necessary data. The facilitator will only share information under the following circumstances:
 1. Adhere to mandated reporting for youth and vulnerable adults.
 2. Some identifying information needs to be maintained and submitted for program operation and grant reporting. This will include participant names, addresses, age, and ethnicities. Other data collection activities will be assigned at a later date or on an on going basis.

PHYSICAL REQUIREMENTS

Employee must be able to communicate effectively: verbal, in writing, and over the phone, with clients and staff. Employee must be able sustain long periods of being mobile at outreach events. Employee must be able to lift 25 pounds. (outreach materials or food for education classes)

WORK ENVIRONMENT: This position will perform many of the job duties at the Cedar Riverside People’s Center a four-level building build in early 1900’s that is handicapped accessible and rebuild the first floor medical clinic two years ago. The noise level is moderately quiet. Around 50% to 60% of the position will be doing outreach in the 12 neighborhoods that make up the service area of the clinic.

I have reviewed the job description. I understand the job/position I am hired to fill and am able to perform the duties as described. Also, I understand that I will receive additional orientation and training as needed to maximize my success in this position.

Employee Signature

Date

Supervisor Signature

Date