



An Affiliate of  UnityPoint Health

VOLUNTEER POSITION DESCRIPTION

Title/Position: IT Partner

Goal of Position: Provide department support in effort to complete a yearly imagine process for new computers.

Duties:

1. Assist with unpacking computers
2. Learn how to hook up computers and complete imaging process
3. Some data entry
4. Shadow department employees
5. Run errands within the hospital
6. Promote and have basic knowledge of Clinic, Hospital, and community support for patient assistance

Time Frame:

Length of commitment: 30-45 days annually for special imagine process of new computers
Length of shift: 1-6 hours
Scheduling: Varies and agreed upon by Department Manager and volunteer
No Holidays or weekends

Worksite: IT Department

Minimum age: 14

Qualifications Sought:

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

14. 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:

Contact: Kristine Kennedy, Volunteer Services Manager

Email: kkennedy@lchcia.com Phone: 641-774-3226

Department Leader: Charles Hunkele, IT Manager

Email: chunkele@lchcia.com Phone: 641-774-3260

Date: February 19, 2024