



**NORTH EAST MEDICAL SERVICES (NEMS)
VOLUNTEER POSITION DESCRIPTION**

Title: NEMS PACE Program Volunteer
Location(s): 728 Pacific, 2nd Floor
Host Name: PACE Center Manager

SUMMARY OF VOLUNTEER POSITION:

The NEMS PACE Volunteer Program will allow volunteers to learn more about the Program of All-Inclusive Care for the Elderly (PACE) program, socialize with PACE participants who are medically frail seniors 55 years and older, and help NEMS PACE staff with administrative and non-essential work functions as appropriate.

ESSENTIAL FUNCTIONS:

- Greet patients who come into the clinic.
- Socialize and partake in activities with participants while at the center.
- Helping staff with administrative tasks as appropriate, including but not limited to organizing, packing supply bags, scanning, printing, etc.
- Follow all patient confidentiality and other applicable rules & protocols.
- Uphold HIPAA guidelines and maintain confidentiality in all interactions.

PREFERRED QUALIFICATIONS:

- Interest in pursuing a career in healthcare, social services, managed care, and/or senior care.

LANGUAGE:

Fluency in English is required.
Fluency in Cantonese 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



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NEMS Host Name

NEMS Host Title

NEMS Host Signature

Date