NORTH EAST MEDICAL SERVICES
東 北 醫 療 中 心

NORTH EAST MEDICAL SERVICES (NEMS)
VOLUNTEER POSITION DESCRIPTION

Title: NEMS PACE Program Volunteer
Location(s): 728 Pacific Avenue, San Francisco
939 Story Road, San Jose
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.

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 preferred.

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