

Client Services Support



<u>Supervisor:</u>	Client Services Director		
<u>Job Site:</u>	HIV Alliance office		
<u>Duties & Responsibilities:</u>	Provide office support by filing case notes, organizing files, and running reports.		
<u>Skills & Qualifications:</u>	<ul style="list-style-type: none">• Commitment to confidentiality and willingness to learn about HIPPA• Strong organizational skills and attention to details• Ability to identify problems and ask appropriate questions• Fast learner• Negative TB test• Ability to pass agency criminal background check		
<u>Benefits & skills developed:</u>	Experience working with filing and information management in a medical setting.		
<u>Trainings Required:</u>	Volunteer Orientation (1.5 hours)		
<u>Length of service:</u>	Minimum: 60 hours	<u>Hours:</u>	Flexible

For more information on this or other volunteer positions with HIV Alliance contact:
Byron Snapp
Volunteer Coordinator
541-342-5088
volunteer@hivalliance.org