



South Florida WILDLIFE CENTER

In partnership with The Humane Society of the United States

Volunteer Position Description

Data Entry/Medical Notation Assistant

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	3200 SW 4 th Avenue, Fort Lauderdale, FL 33315
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
Purpose of the Position	Help support the care of our animals by entering medical notes into our computer database
Volunteer Responsibilities	<ul style="list-style-type: none"> • Transfer handwritten medical notes from patient cage cards and nursery phase sheets into a computer database • Use a key to decipher doctors' handwriting and medical shorthand • Sort paperwork
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; work occurs in office setting; volunteer is seated and typing most of the time • Mental difficulty is level 2; requires training and following rules and procedures • Emotional difficulty is level 2; exposure to medical terminology can be difficult for some people
Expected Environmental Conditions	Climate-controlled office setting
How Often Volunteers Work On-site	All work is performed on site.
Orientation/Training	Orientation includes the following: history and tour of the South Florida Wildlife Center (SFWC), description of rules, and overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed shoes. Volunteers will be given access to a volunteer manual and will be trained on the particular aspects of their role.
Learning Opportunities	<ul style="list-style-type: none"> • Knowledge of the SFWC and how the program area fits into the larger picture of animal protection • Develop or strengthen knowledge of medical terminology and computer/data entry skills • Knowledge of various animal species • Exposure to the operations of a wildlife center
Position Start Date	Ongoing
Initial Minimum Commitment	At least one weekly shift for three months
Scheduling Guidelines	Various shifts available; suggested shifts include 10 am-1 pm, 1 pm-4 pm
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to learn and demonstrate a familiarity with SFWC's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise

	representing The HSUS <ul style="list-style-type: none"> • Basic computer skills and comfortable learning new computer programs • Familiarity with medical terminology and doctors' handwriting preferred • Data entry experience/skills preferred
Restrictions	<ul style="list-style-type: none"> • Must be at least 16 years old • Youth 16 or 17 years old must attend orientation with a parent/legal guardian and may not leave the property during shift. • Paperwork for school will not be signed until completion of 40 hours. • Must learn and follow all guidelines and policies of The HSUS and the SFWC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Must wear a volunteer T-Shirt • Must work in designated area – NO entering other habitats • No cologne/perfume • Should have access to a computer to login into an online volunteer communication site
Tools/Equipment Provided (including Personal Protective Equipment)	All tools needed to perform the work are provided.
Optional Tools/Equipment	Reading glasses, covered beverage container
Supervisor(s)	Volunteer Coordinator Director, Wildlife Rehabilitation Release Specialist
Number of Concurrent Volunteer Openings	1 individual per shift
Additional Information	<ul style="list-style-type: none"> • SFWC cannot accommodate court-mandated community service. • Personal use of cell phones and other electronic devices while on volunteer duty is discouraged. • No tours for friends or family. • Volunteers report to the Release Coordinator office or to the office of the Volunteer Coordinator. Once trained, each volunteer works with one of the department liaisons or in an open office in trailer 2. <p>SPECIAL THANKS from all the injured and orphaned animals in need and from the animal lovers who look to the wonderful SFWC volunteers for guidance!</p>
Updated	6.9.2015