

Dietetics Admin Support Volunteer role description

Summary:

The main purpose of this role is to provide admin support to the dietitians, dietetic assistants and office administrator. Under the guidance of the office administrator, the support volunteer will assist in the smooth running of Dietetics.

Time commitment:

Minimum of four hours per week. Normal working times will vary – to be negotiated with the office administrator.

Key tasks:

- Answering telephone/taking messages
- Assisting the office administrator with various administrative tasks, including:
 - Photocopying resources for patients such as special diet booklets.
 - Filing dietetic patient record cards and pulling cards for clinics.
 - Uploading scanned PDFs of patient letters and notes onto the Clinical Document Database.
 - Collecting and distributing post.
 - Running errands or searching for notes.
- External errands for staff such as purchasing special diet foods from local shops.
- Assisting with setting up clinics.
- Keeping stock levels of diet sheets and samples of special dietary products in the main office and outpatient consulting rooms.

Desired skills and experience:

- Telephone manner friendly, welcoming and efficient
- IT literate – able to use Microsoft Office package – Word, Powerpoint, Excel
- Reliable and trustworthy
- Emotionally mature
- Understanding of (ability to learn) personal/professional boundaries

We will provide:

- Supervision and support from a dedicated member of staff at Great Ormond Street Hospital (GOSH).
- Induction to GOSH
- Specific training for the role
- Local induction to the department
- On-going up-dates and information
- Reimbursement of travel expenses (maximum of zone 6 return journey)
- A meal allowance of £2.50
- References can be provided after six months of volunteering