



Winnipeg Regional  
Health Authority  
Office régional de la  
santé de Winnipeg

Program Public Health

Community Area All

Contact \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_

## Volunteer Activity Description Public Health Clinic Assistant

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**Purpose:** To provide friendly and helpful assistance to persons attending Public Health clinics and to support clinic staff so that the clinics run in an effective and efficient manner.

### **Responsibilities:**

- Guiding persons to the clinic area (for example, when clinics are held in schools or in seniors' residences);
- Welcoming persons attending the clinic;
- Assisting with the completion of consent forms;
- Guiding persons through the clinic process;
- Assist Public Health staff with observing people in post-immunization waiting areas, where applicable;
- Assisting in the completion of Client Satisfaction Surveys, if required.

### **Necessary Qualifications and/or Skills**

- Physically able to perform tasks
- Manual dexterity (handwriting)
- Ability to follow directions and attention to details
- Ability to understand, give direction and express oneself in English in a clear, concise manner
- Ability to lead people through a process
- Conscientious, Calming.
- Ability and comfortable with approaching people in a friendly, supportive manner
- Sensitive to diverse cultures and socio economic backgrounds
- Neat and clean in appearance
- Must respect the confidentiality policies of the WRHA

### **Benefits** An opportunity to:

- Learn new skills
- Explore careers in Public Health
- Provide service to others
- Make a personal contribution to the improvement of health care

