

**Anderson Valley Education Foundation
Sponsors Job Description 2009**

Job Title: Front Office Assistant

Supervisor / Sponsor: Judith Dolan, office manager **AV Health Center**

Location of Internship: Anderson Valley Health Center in Boonville

Dates & hours: flexible, but during clinic hours Monday thru Friday

Duties & Job Activities:

1. Answer a multi-line telephone system.
2. Enter data into the computer system.
3. May, if bilingual, assist patients in completing forms.
4. Translate for providers and patients.
5. May assist in preparing patient exam rooms.
6. May assist nurses with measuring weights, heights of patients.
7. May provide child care while patient is being seen by the doctor.
8. Other duties may be assigned as needed

Desirable Qualities / Skills:

1. Good communication skills
2. Basic math skills (add, subtract, multiply and divide all units of measure using whole numbers, fractions and decimals)
3. Basic computer and data entry skills
4. Problem solving skills
5. Attention to detail
6. Ability to adapt to a variety of job duties and focus quickly
7. Bilingual - Spanish and English