



Position Title: Administrative Support – Social Work **Number of Positions Available:** 1

Purpose: Support management of client files and assist with administrative tasks.

Location: Cleveland Sight Center, 1909 E. 101st Street, Cleveland, OH 44106

Key Responsibilities:

- Serve as the primary individual responsible for scanning documents and uploading them into the medical record system.
- Work with members of the Social Work team to support needed mailings.
- Assemble new client and TLC group packets as needed.
- Refresh client resource materials.
- Other relevant duties as assigned.

Qualifications:

- Detail oriented with strong organizational skills.
- Strong communication skills.
- Experienced in operating office equipment including copier, scanner and computer.
- Familiarity with medical records or data bases.
- Computer skills including scanning and file management.
- Willingness to collaborate with CSC staff or work autonomously as needed.
- Committed adherence to HIPAA.
- Past experience managing HIPAA or related private client information.

Commitment:

- Occurrence: regular 2-3 hour weekly commitment during agency business hours (M-F 9AM-5PM).

Age Requirement: 16 +

Dress Code: Business Casual

Training:

- Volunteer Orientation at Cleveland Sight Center.

Volunteer Signature: _____

Supervisor Signature: _____

Volunteer Manager Signature: _____