

Registration Assistants

Reports to: Registration Supervisor

Mission: To assist clients with the completion of the registration form;

Qualifications: Interpersonal communication skills

Expectations: Participate in training at POD

What you will need: An identification badge (CPH, FCBH, Agency, or MRC)

Initial Activation:

- Attend education sessions regarding safe work habits and POD organization
- Receive your assignment, your supervisor's name and where he/she will be waiting for you in the POD
- Report to the Registration Supervisor
- Receive training of your specific role

Tasks:

- Assist clients with completion of the registration forms
- Screen forms for completion (not for medical accuracy)
- Refer every client to a Medical Screener
- Call for interpretation services, if needed

End Of Shift:

- Turn in any supplies or paperwork to supervisor
- Assist in the teardown and re-packing of the assigned area
- Report any issues to the Registration Supervisor
- Participate in de-briefing, if asked

Identification:

- Wear Identification badge at all times.