

**CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION**

**TITLE:** Data Analysis

**PROGRAM:** Brother Francis Shelter – Medical Respite

**SUPERVISED BY:** Medical Respite Program Manager

**STATUS:** Ongoing

**UPDATED:** 12/2020

**Job Summary:** The Medical Respite program is looking for a volunteer proficient with organization, formatting and calculation of data in Excel. The Data Analysis volunteer will assist the program in updating systems to help streamline processes of data analysis. The Data Analysis volunteer will be assisting with highly sensitive and confidential guest information. All standards of HIPPA must be agreed and adhered to.

**Education/Experience:** N/A

**Skills:** Ability to communicate clearly both verbally and in writing. Strong customer service skills

**Duties & Responsibilities**

1. Sign in and out for volunteer shifts.
2. Volunteer consistently 1-2 times each week for 1-2 hours each visit.
3. Coordinate with Medical Respite Manager and/or Medical Respite Case manager on *weekly* activities.

**Physical Requirements:** Ability to lift 25 pounds

**Training Requirements:** Attend program orientation and position training

The above statements are intended to describe the general nature and level of work being performed by people assigned to this volunteer position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_