VOLUNTEER OPPORTUNITY

| **Administrative Support to Health Information Systems Management** |
| **February 10 2020** |
| **July 31 2020** |
| **Preference for someone who can give 16 - 25 hours weekly during normal business hours (8 AM to 5 PM, Monday-Friday)** |
| **Mental Health Center of Denver Administrative Office** |
| **Director of Health Information Systems Management** |

PURPOSE

To support administrative operations in the Health Information Systems Management Office of the Mental Health Center of Denver, including document handling, chart organization and other tasks as needed. Volunteering with Health Information Systems Management Office offers the opportunity for exposure to the inner workings of administrative health management.

KEY RESPONSIBILITIES

- Document handling including preparing paper charts for scanning
- Organize charts and documents in preparation for scanner
- Other related administrative support as needed

QUALIFICATIONS

- Requires sitting, standing, and bending
- Can lift up to 20 lbs.
- Vision acuity to view and read hand written documents
- Detail Oriented
- Experience in Administrative Organization Skills

To apply for this opportunity please complete an [individual volunteer application](#)

*Volunteer Applications for this opportunity are reviewed on a weekly basis*