

Volunteer Role	Community Clinic Support/Meet and Greet
Location	<p>Waltham Abbey Community Clinic</p> <p>1st Floor, Rectory Lane Clinic, Loughton</p> <p>Dunmow Clinic, Great Dunmow</p>
Job Description	<p>Meet and greet with patients and direct them to services. Answer phones and respond to simple questions but relay and record messages to the appropriate service. Rota based. Long term role.</p>
Additional Info	<p>Would suit someone who is/has:</p> <ul style="list-style-type: none"> - Excellent communication skills - Smart in appearance when in clinic setting - Trustworthy - Kind and sensitive when dealing with members of the public - Confident being in a meet and greet role - Understands need for absolute confidentiality - Good literacy skills <p>Our approach to volunteering is values based and applicants must be able to demonstrate the Trust's corporate values and behaviours which are Open, Compassionate and Empowering.</p>
How to apply	<p>Contact the Trust Volunteer Team on:</p> <p>Tel: 01268 739 600</p> <p>Email: epunft.businesssupport.volunteering@nhs.net</p>