

## **CANADIAN MENTAL HEALTH ASSOCIATION – YORK REGION**

### **VOLUNTEER PLACEMENT DESCRIPTION**

<b>Position Title:</b>	<b>Document Scanning Volunteer</b>
<b>Reports To:</b>	<b>Vivian Hon – Administrative Assistant</b>
<b>Location:</b>	<b>Vaughan</b>
<b>Purpose:</b>	<b>To assist in document scanning</b>
<b>Reviewed/Revised:</b>	<b>July 2017</b>

### **MISSION STATEMENT OF AGENCY**

As the nation-wide leader and champion for mental health, CMHA facilitates access to the resources people require to maintain and improve mental health and community integration, build resilience, and support recovery from mental illness.

### **RESPONSIBILITIES AND DUTIES**

- Prepare documents for scanning (sort & collate documents, data entry on scanner)
- Scan documents using digital scanning equipment
- Review / save digital file and store original documents as completed
- Photocopying
- Adhere to CMHA's written volunteer policies and procedures
- Maintain confidentiality with respect to documentation / information about clients, family members and others
- Inform supervisor of issues that might interfere with document scanning
- Inform supervisor of issues that might interfere with volunteer placement or performance of volunteer role
- Bring questions to supervisor as they arise
- Be aware of health and safety procedures

### **QUALIFICATIONS**

- Ability to use office equipment (digital scanner, computer, photocopier)
- Good organizational & time management skills
- Ability to work with limited supervision following orientation
- Willingness to assist

## **COMMITMENT**

- Completion of general orientation and on the job training – to be arranged with Supervisor
- Due to liability driving of clients is not permitted under any circumstances
- Monthly Activity Forms identifying volunteer hours will be completed and submitted to the supervisor for signature at the end of each month.
- Contact Supervisor regarding any changes to your schedule.
- Weekday hours between 8:30am – 4:30pm.
- A minimum of 6 months commitment.

CMHA, York Region Branch supports the recovery of people with mental illness and promotes diversity in the workplace. We encourage consumers, women, aboriginal people, people with disabilities, and members of the LGBT, visible minority and immigrant communities to apply.

To request this posting in an alternate format or to request accommodation in the application process, contact us by email at [nbrouillard@cmha-yr.on.ca](mailto:nbrouillard@cmha-yr.on.ca)

While we thank all candidates for their interest, only those selected for an interview will be contacted.