

## Registration Aide

**Site:** \_\_\_\_\_

**Position Assigned To:** \_\_\_\_\_

**Job Shift(s):** \_\_\_\_\_

**You Report To:** Registration Manager

**Mission:** Welcome clients, assure eligibility, provide forms/packets, and answer questions at the start of the dispensing process.

**Equipment:** Forms/packets, office supplies

- Before Shift:**
- Arrive at assigned site 1.0 hour prior to start time. Check in and receive site orientation at the Check-in/Check-out Station.
  - Read this entire Job Action Sheet and organizational chart on back
  - Receive orientation from the Registration Manager.
  - Review all forms/packets.

- During Shift:**
- Welcome clients as they enter the site.
  - Identify clients with special needs and refer them to the Registration Manager.
  - Distribute all necessary forms/packets, clipboards, and pens.
  - Answer questions regarding the dispensing process and/or forms.
  - Request forms and supplies from the Registration Manager, as needed.
  - Request break coverage from the Registration Manager.

- After Shift:**
- Check out at the Check-in/Check-out Station.
  - Participate in scheduled debriefing sessions.

If you or a client get injured or have a possible blood or body fluid exposure, contact the First Aid Stations immediately.

Report unusual occurrences or potentially dangerous situations to your supervisor or to the Security Officer.