

Usher

Site: _____

Position Assigned To: _____

Job Shift(s): _____

You Report To: _____ (Usher Leader)

Mission: Assist clients and staff to maintain an even and safe clinic flow.

Equipment: Notepad and pen.

Physical Requirements: Ability to spend considerable amount of time on feet.

- Before Shift:**
- Arrive at assigned site 1 hour prior to start time. Check in and receive site orientation at the Check-in/Check-out Station.
 - Read this entire Job Action Sheet.
 - Review site layout.
 - Receive orientation from the Usher Leader.

- During Shift:**
- Provide assistance to clients as they move through the process.
 - Maintain even flow of clients as they wait and form lines.
 - Direct clients from station to station
 - Respond to requests from the Usher Leader for clients needing physical assistance.
 - Conduct orientation tours for staff, as instructed.
 - Request break coverage from the Usher Leader.
 - Perform other duties, as assigned by the Usher Leader.

- 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.