

## **Clinic (Non-Medical Provider) Volunteer Opportunities**

Clinic and support volunteers are important to our success in providing quality healthcare to our patients. The following opportunities do not require any previous medical training or experience. All clinic volunteers are asked to make a time commitment of two 4-hour shifts per month, for one year (unless otherwise noted). Scheduling for all volunteer opportunities is flexible.

### **Front Desk Volunteer:**

Front desk volunteers are responsible for assisting with a variety of administrative tasks at the health centers front desk. Tasks include filing, making patient phone calls, providing customer service to patients and assisting staff.

### **Health Education Volunteers**

There are a variety of options when working with Health Education at the clinic. Upon conversations and coordination with the Health Education Coordinator and/or Social Services Coordinator, there are opportunities to help establish programming, organize health materials and assist with a variety of other health projects within the clinic and community. Examples of assistant positions are listed but not limited to the following: Health Fair Assistant, Bilingual Diabetes Educator, Nutrition Instructor/Specialist and Health Fitness Instructor (bilingual preferred). Please speak with the Volunteer Services Coordinator for more information.

### **Intake Assistant**

As the number of new patients continues to grow at CommunityHealth, our staff is continually in need of dedicated volunteers to assist with the intake process. This is a great opportunity for direct patient interaction in a busy part of the clinic.

### **Interpreters -- Polish and Spanish**

Because a large portion of the population we serve speaks either Polish or Spanish we are continually looking for interpreters to assist with communication with our patients in medical settings. Interpreters must be fluent and complete the Interpreter Training.

### **Lab Volunteer:**

Lab volunteers are trained to perform a variety of venipuncture techniques and collecting blood and urine specimens from patients. Lab volunteers are required to complete the Lab Training and have a Hepatitis B vaccination record on file.

### **Referral Assistant**

The Referral Coordinator is in charge of processing all referrals for patients needing services that cannot be provided at the clinic. On average, 150-200 referrals are submitted each month for patients. Volunteers are needed to help with the administrative tasks that are essential in keeping track of appointments and results for all referrals.

### **Triage Volunteer:**

Triage volunteers are responsible for taking patient vitals (temperature, pulse, respiratory rate, BMI, blood pressure, height, weight and, for diabetics, blood glucose levels) and recording chief complaints. Triage volunteers are required to complete the Triage Training.

**Women's Health Assistant**

The Women's Health Assistant is responsible for assisting the Clinic Coordinator and Women's Health nurse with the Women's Health programs.