

## VOLUNTEER OPPORTUNITIES

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### Front desk receptionist, Medical Records /Health Information technician

*Greet visitors, ascertain purpose of visit and direct them to appropriate staff. Answers telephone and direct calls to appropriate staff. Maintain medical records and retrieve them for medical personnel.*

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### Information Technologists

*Set up data base, determine amount of data necessary to capture work being done for funders*

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### Nurses /LVN'S

*Run Blood pressure follow up clinic, health education of diabetes, hypertension, lipids, asthma, and child care. Work with teams who continue to checkup on patients and reinforce education in the home. Case management, run immunization clinic and PPD screening*

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### Nurse Practitioner

*Primary care for adults, children and women's health*

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### Dietician

*Heath education and nutrition for diabetes, lipids, hypertension, obesity.*

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### Specialty Physicians

*Vision, Dental, Cardiology, Orthopedics, Surgeons, Internal Medicine, Pediatrician with admitting privileges and to serve as the CHDP Director*

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### Clinic Interpreter Assistants

*Bilingual Volunteers who can assist non -English clients in all aspects of medical services, interacting with office and medical staff*

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### Computer Support Specialist

*Provide technical assistance. Answer questions or resolve computer problems in person, or via telephone.*

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### Clinic Medical Assistant

*Setting up and cleaning up before and after patient has been seen by the Health Care Provider, filing, etc. Does vital signs, checks vision, checks hearing*

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### Medical Laboratory Technicians

*Perform routine medical laboratory tests for diagnosis, treatment, and prevention of disease. Will work under the supervision of Nurse Practitioner*

- \_\_\_\_\_ **Bookkeeper**  
*Record, classify and summarize financial data. Prepare monthly financial statements and other tasks, under the direction of the Accounting Supervisor.*
- \_\_\_\_\_ **Volunteer Coordinator Assistant**  
*Develop orientation program for volunteers. Assist with orientation of new volunteers. Monitor program effectiveness and assess needs of the clinic through consultation with Nurse Practitioners and other staff.*
- \_\_\_\_\_ **Social workers/Mental Health Therapists**  
*Do mental health assessments and linkage to Community agencies*
- \_\_\_\_\_ **Waiting Room Attendant**  
*Help keep the children company by reading stories and playing. Serve as greeter and hospitality person and assist clients in filing out their forms.*
- \_\_\_\_\_ **Assistant to Grant writer and development team**  
*Assist in grant writing and help develop and implement ideas of how to raise money for the clinic to keep expenses down.*
- \_\_\_\_\_ **Out reach coordinator, Contact teams who follow up with home visits, education, Ideally a team will have a nurse, a Spanish speaker, teacher, mental health worker and other interested volunteers**
- \_\_\_\_\_ **Outreach team member (as above)**
- \_\_\_\_\_ **Decorate the clinic for holidays, Assist to plan celebrations, fund raiser**
- \_\_\_\_\_ **Secretarial duties, Filing, typing, data entry on computer**
- \_\_\_\_\_ **Telephone committee, work from home to get resources, contact volunteers, patients etc**
- \_\_\_\_\_ **Teachers to visit schools to check on how children are progressing**
- \_\_\_\_\_ **After school tutors, Literacy for adults**