

General Volunteer Opportunities

QUALIFICATIONS for all General Volunteer Opportunities

- Friendly, compassionate and professional
- Basic computer skills
- Detail oriented
- Keep patient confidentiality at all times

GREETERS

Work Location: Lobby, Front Office

Responsibilities:

- Welcome and sign in patients.
- Assist and direct patients throughout the Center to areas such as the waiting area, screening and triage area, scheduling, examinations rooms and counseling areas.
- Locate medical charts
- Inform the medical staff that a patient has arrived
- Assist with form completion
- Answer questions

ELIGIBILITY SCREENER

Work Location: Front Office

Responsibilities:

- Interview patient professionally and compassionately to determine eligibility
- Complete eligibility paper work
- Enter data into computer
- Update/correct any information on the application forms
- Make copies of patient documents
- Provide information of other resources if patient is not eligible for services

PATIENT SCHEDULER

Work Location: Front Office

Responsibilities:

- Fill out appointment forms
- Make appointment in computer
- Check with manager if appointment dates are full or closed
- Offer alternate appointment dates when necessary
- Retrieve telephone messages from voicemail system
- Return telephone calls as needed
- Prepare patient forms for appointment as needed
- Answer phone and direct call appropriately
- Schedule referrals and follow up appointments
- Telephone reminders to patients

SCANNER

Work Location: Front Office

Responsibilities:

- Scan records into computer system
- Separate file information into proper categories

INTERPRETER/TRANSLATOR

Work Location: Throughout Center

Responsibilities:

- Translate for non-English speaking patients during visit
- Translate and assist all volunteers and staff
- Assist patients in filling out forms

Specific Qualifications:

- Be able to speak Spanish (or other foreign languages) fluently.
- Knowledge of medical terminology is very helpful but not a requirement

DEVELOPMENT

Work Location: Office, community and may work from home

Responsibilities:

- Assists with fundraising through grants, donations and events.
- Coordinates marketing activities
- Telephone communication
- Assist with mass mailings
- Send letters and thank-you cards
- Distribute informational materials throughout the community
- Assist at events
- Perform miscellaneous office duties
- Take responsibility for a fundraising event from setup to finish
- Contact potential donors for prizes, giveaways or sponsorships

Specific Qualifications:

- Excellent communication skills including writing and phone skills
- Fundraising skills
- Grant writing skills
- Willingness to work with little supervision – a “take charge person”!

PHARMACY SUPPORT

Work Location: Supply area, Office

Responsibilities:

- Check expiration dates on all donated medicine
- Print labels on computer
- Inventory management
- Order supplies
- Assist patients in filling out medication application forms
- Call patients for medication pick-up and reapplication
- Log-in patient medications
- Remind patients to refill

Specific Qualifications:

- Prefer some sort of medical background – nurses, medical insurance, doctor’s office, etc., but not required

DENTAL SUPPORT (Not currently available)

Work Location: Dental area

Responsibilities:

- Set up and clean operatories
- Order and restock supplies
- Assist sterilize instruments
- Develop x-rays
- Ensure patient health histories are complete
- Ensure consent forms are signed

Specific Qualifications:

- Previous dental experience preferred

TECHNOLOGY SUPPORT

Work Location: Throughout Center

Responsibilities:

- Software updates
- Troubleshoot issues with hardware and software

Specific Qualifications:

- Excellent computer skills and troubleshooting

LABORATORY SUPPORT

Work Location: Lab

Responsibilities:

- Complete requisitions for tests ordered
- Print labels for specimens
- Assists as needed in the lab – checking supplies, telephone calls, etc.

- Deliver lab specimens to MMCH or arrange for pick up

HOUSEKEEPING SUPPORT

Work Location: Throughout Center

Responsibilities:

- Clean and tidy areas
- Report items in need of repair or replaced
- Maintain cleaning supplies

MAINTENANCE SUPPORT

Work Location: Throughout Center and Outside

Responsibilities:

- Mowing and trimming
- Landscape care
- Snow removal in winter
- Repair jobs as needed
- Replace bulbs
- General building maintenance
- Painting
- Report items in need of repair or replaced
- Maintain supplies
- Equipment repair

Medical Volunteer Opportunities

Southeast Indiana Health Center utilizes the Federal Torts Claim Act for Medical Malpractice Insurance while volunteering at this Center.

QUALIFICATIONS for all Medical Providers Volunteer Opportunities

- Friendly, compassionate and professional
- Must be licensed/certified in the State of Indiana and meet credentialing criteria
- Computer skills
- Keep patient confidentiality at all times

Medical Provider (MD, NP, PA)

Work Location: Throughout Center

Responsibilities:

- Primary patient care evaluation and treatment
- Referral as appropriate
- Patient education
- Prescribe medication
- Documentation
- General health assessments

Specific Qualifications:

- Licensed in the State of Indiana
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Nursing (RN, LPN, MA, CAN)

Work Location: Throughout Center

Responsibilities:

- Patient care
- Triage
- Patient education
- Medication administration
- Documentation
- Assessments

- Check patient vital signs, take history and perform initial assessment
- Review current medications, provide education as necessary
- Communicate pertinent patient information to physician
- Perform EKG's; pulse ox; nebulizer treatments as ordered
- Administer immunizations, medications, etc.
- Assists physician with all aspects of gynecological exams
- Perform dressing changes, wound care, assessment
- Participate in community outreach activities such as health fairs, speaker services
- Identify patients in need of psycho-social support
- Assists in referral process
- Monitor patient labs and medications needs and interact with physician accordingly

Specific Qualifications:

- Licensed in the State of Indiana or certified as applicable

Pharmacist

Work Location: Supply area

Responsibilities:

- Prepare and maintain inventory of pharmaceuticals
- Repackage medications for physicians
- Log out any medications needed or prescribed by physicians
- Counsel physicians and nurses if requested on medication usage, availability or usage
- Work with and support pharmacy support team
- Maintain formulary

Specific Qualifications:

- Licensed Pharmacist

DENTIST (not currently available)

Work Location: Dental Area

Responsibilities:

- Review patient health history and note any change

- Provide dental treatment
- Cleanings, fillings, extractions, and root canals are provided. Due to limited laboratory resources and funding, orthodontia (braces), crowns, and bridges are not provided. Waiting times for appointments depend on the specialty care needed. We have five fully equipped dental operatories and three dental hygiene operatories. Two operatories, one dental and one dental hygiene, are equipped for pediatric dental care.
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- Document treatment plan and progress
- Order x-rays
- Dispense medications as needed
- Educate patient

DENTAL HYGIENIST (not currently available)

Work Location: Dental Area

Responsibilities:

- Perform adult prophylaxis
- Take and develop x-rays
- Chart existing and needed treatment including perio chart if needed
- Documentation
- Set up and prepare operatories
- Make sure patient histories are complete and note any changes
- Keep hygiene operatory stocked with supplies
- Provide home care instructions and product samples as needed