

Volunteer Position Description

This form should be used by SSCHC staff to request volunteers, assist with recruitment and successful match, and inform volunteers of their duties.

Position Title: Bilingual Educator – Lead Water Filters

Department: WIC (Women, Infants, & Children)

Direct Site Supervisor: Courtney Jankowski
Health Project Coordinator

Location: WIC Project – Greenfield Building
1337 S. Cesar Chavez Drive – MKE 53204

Number of Volunteers Requested: open

Would you like to interview candidate yourself? Yes No

Can this position be filled by Service Learning Students? Yes No

Service Learning students typically commit to 10-30 hours over one semester (approximately 4 months).

Purpose for Volunteer Assignment: Lead exposure is a huge public health concern in the Milwaukee area. Children can be exposed through drinking water that comes from lead pipes. Lead exposure, has been shown to harm the development of young children. We are looking for a volunteer to educate and distribute Drinking Water Filters to at-risk families.

Benefits to the volunteer: Volunteer will learn about public and community health, as well as the WIC Project, specifically. Volunteer will have the opportunity to work with a multi-lingual, multi-cultural client population and staff. Volunteer will gain experience in conducting health education. Bilingual (Spanish/English) volunteers will gain experience speaking, reading, listening to, and writing Spanish.

(days of the week, specific dates, times)

Time Commitment:

One time _____

Specific time period _____

Special Project _____

Ongoing opportunity Shifts available Mon, Tues, & Thurs 8:00 AM – 6:30

PM; Wed 9:30 AM – 6:30 PM. Afternoon shifts are preferred as that is when we have the highest participant traffic. We typically ask that you commit to a weekly 4-hour shift for 10 or more weeks.

Client/patient population volunteer will serve (if applicable): All WIC participants, or subgroups specifically targeted (e.g., those that live along lead service lines).

Duties of volunteer: Volunteer will receive filter referrals from WIC staff, verify water filter eligibility, distribute water filter, and educate participant on its proper use.

All volunteers: a PPD (TB) test is required at no cost. In addition, if volunteer will have direct patient contact, volunteer must provide proof of MMR, TDap, and varicella vaccinations.

Will volunteer have direct patient contact and require vaccine documentation? Yes No

Qualifications required or preferred: (comfortable with computers/internet, Spanish proficiency preferred)

A successful volunteer will embrace both the SSCHC Mission and the WIC Mission. Experience or an interest in teaching/health education/public or community health, nutrition/dietetics, excellent customer service and communication skills. Ability to navigate internet/websites. Bilingual English/Spanish required.

Training provided to volunteer: (name or type of training(s) required for this role and name of staff who will conduct training(s))

Volunteer will attend mandatory 1-hour Human Resources orientation. Volunteer will receive overview of WIC Project and role-specific tasks from Health Project Coordinator (Courtney Jankowski).

Is a background check required for this position? Yes No

If Yes, why? Working with children Other; please state reason _____

Prepared By: Courtney Jankowski/Katy Murphy/Kate Jaeger

Date: 08/16/2017

I agree that I have read, understand, and agree to carry out the above SSCHC Volunteer Position.

Volunteer Signature: _____ **Date:** _____

I agree to provide the training listed above and to ensure the volunteer is prepared to carry out his/her role. I agree to provide ongoing or updated training as needed.

Staff Signature: _____ **Date:** _____

For office use only:

Volunteer needs: Key E-mail set-up Computer access (list programs)
 ID badge Other _____