

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: Prenatal Outreach

Department: Women's Wellness

Direct Site Supervisor: Miriam Herrera

Location: Parkway/Chavez Clinics

Number of Volunteers Requested: 2

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: calls and/or correspondence with pregnant women

(days of the week, specific dates, times)

Time Commitment: One time _____
 Specific time period _____
 Special Project _____
 Ongoing opportunity between intake to pregnant care and delivery

Client/patient population (if applicable) pregnant women

Duties: to make phone calls and send letters to pregnant patients about participating in centering groups and/or individual patient appointments, follow up on referrals that were given to patient, perform pregnancy education by trimester, and invite patients to participate in prenatal and breastfeeding classes.

If volunteer will have direct patient contact, a PPD (TB) test is required at no cost to the volunteer. In addition, volunteer must provide proof of MMR, TDap, and varicella vaccinations.
Will volunteer have direct patient contact and require PPD test? Yes No

Qualifications: (software, physical activity, Spanish fluency)
Spanish fluency and computer skills

Is a background check required for this position? Yes No
If Yes, why? Working with children Other reason: confidentiality

Benefits to the volunteer:

Able to have patient contact, make a difference in women receiving quality prenatal care, and providing patients with education during pregnancy. Will also develop a knowledge of different services available through the Women's Wellness Department.

Prepared By: MHerrera RN

Date: 10/30/15

For office use only:

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