

## 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:** Childbirth Educator

**Department:** Women's Wellness

**Direct Site Supervisor:** Kelsey Kerslake

**Location:** Chavez Clinic; 1032 S Cesar Chavez Drive

**Number of Volunteers Requested:** 1

**Would you like to interview candidate yourself?**  Yes  No

**Can this position be filled by Service Learning Students?**  Yes  No (minimum 6-month commitment)  
*Service Learning students typically commit to 10-30 hour over one semester (approximately 4 months).*

**Purpose for Volunteer Assignment:** Expansion of services to our OB patients at SSCHC to receive prenatal/childbirth education in a supportive group setting.

**Benefits to the Volunteer:** Opportunity to share knowledge of childbirth process, signs and stages of labor, etc; work with patients in a medically underserved area; gain firsthand experience in a busy community health setting; experience health care in a multicultural, multilingual environment.

(days of the week, specific dates, times)

**Time Commitment:**  One time \_\_\_\_\_  
 Specific time period \_\_\_\_\_  
 Special Project \_\_\_\_\_  
 **Ongoing opportunity:** (maximum of 2 hrs/week; flexible scheduling)

**Client/patient population volunteer will serve:** Recipients of OB/Prenatal Care, PNCC services at SSCHC

### Duties of volunteer:

1. Teach childbirth classes for patients and visitors of the Sixteenth Street Community Health Centers which include but is not limited to the following:
  - a. Common symptoms in pregnancy
  - b. Breastfeeding
  - c. What to expect on Labor and Delivery
  - d. Pain management options while in labor
  - e. Postpartum adjustment
  - f. Newborn care
  - g. Relaxation techniques
2. Apply adult learning theories to childbirth classes
3. Maintain up to date knowledge in the field of childbirth education
4. Maintain appropriate documentation that will be used for billing, grant reporting, etc.

**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:**

1. Registered nurse or certified childbirth educator
2. Excellent oral and written communication skills
3. Computer and typing skills desirable
4. Ability to relate well to people from diverse ethnic and cultural backgrounds
5. Bilingual (Spanish/English) required

**Training provided to volunteer:** HR/Volunteer Orientation (including HIPAA/Confidentiality) – mandatory for all volunteers

**Is a background check required for this position?**  Yes  No

If Yes, why?  Working with children  Other; Children; Vulnerable Populations; Confidential Information

**Prepared By:** Kelsey Kerslake/Kate Jaeger

**Date:** 01/29/2017

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: \_\_\_\_\_

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For office use only:

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