

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: Ophthalmology Clinic Assistant

Department: Ophthalmology/Medical

Direct Site Supervisor: Bob Olson

Location: Parkway Clinic
2906 S. 20th Street

Number of Volunteers Requested: 1 (or 2 if needed to fill full clinic day)

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: Assist the overall flow and function of the ophthalmology department

(days of the week, specific dates, times)
Time Commitment: One time _____
 Specific time period _____
 Special Project _____
 Ongoing opportunity Thursday shifts between 7:45 am – 3 pm

Client/patient population (if applicable) SSCHC patients receiving Ophthalmology services

Duties: Asking patients basic health questions, checking vision, using an auto refractor (training provided), documenting visits (scribing), creating handout resources for patient use, cleaning equipment, other duties as assigned

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)
Strong Spanish language skills are required, basic computer proficiency, and ability to work as part of a team in a dynamic work environment

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

Benefits to the volunteer:
Patient contact, experience using electronic medical records, and medical Spanish practice

Prepared By: Bob Olson

Date: 9-9-16

For office use only:

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