



INTAKE VOLUNTEER POSITION DESCRIPTION

Our intake volunteers perform intake duties, including taking vital signs and medical histories. We are excited about your volunteer interest and invite you to look below.

Description of duties and Responsibilities

- Care of some acute minor conditions
- Take medical history and do physical assessments, including vital signs for adults and children
 - Use S.O.A.P. format
- Assist medical provider
- Educate patients and make necessary referrals

Supervision

- Medical Director
- Volunteer Provider
- Volunteer Coordinator

Qualifications (skills, attitude, knowledge, education, etc.)

- Current license
- Desire and ability to work with low-income individuals
- RN, CMA, CNA, WFR, LPN, EMT, or other applicable training

Training Requirements

- Short on-site orientation

Time Required

- The clinic requests a 2-3 hour time commitment for each volunteer session

This position and all other volunteer positions at the MFHC require adherence to the MFHC's policies and procedures as stated below:

- Volunteer will notify the Volunteer Coordinator when unable to attend scheduled commitments as soon as possible
- Punctuality and consistent attendance are important and part of your volunteer commitment
- All other policies outlined in the Volunteer Handbook and Reference Manual

For more information, please contact the MFHC volunteer coordinator at mfhcvolunteer@gmail.com or see our Volunteer Handbook and Reference Manual.