



VOLUNTEER POSITION DESCRIPTIONS

Intake Clerk	Greets and checks in patient. Assembles patient charts, enters patient information into database. Prepares blood draw labels. Files charts. Answers telephone. General office duties.
Triage Nurse	Discusses patient's reason for visit to determine if they fit the clinic's treatment capabilities. Makes decisions regarding what order patients are to be seen in.
Translator	Assist with communication between patient and any volunteer providing services. Assist patient with completing forms
Clinic Nurse	Question patient on reason for visit. Take vital signs. Assist doctor. Lab work.
Physician; Nurse Practitioner; Physician Assistant	Evaluate and treat patient. Prescribe medication, order labs. Recommend follow up treatment if necessary, provide referrals as needed, document encounter.
Social Worker	Provide patient with other resources.
Counselor	Provide ongoing therapy for the patient in need as recommended by a physician.
Custodial	Mop floors and empty trash receptacles. Dust and wipe down counters and walls with germicide. Minor repairs in clinic as needed.
Computer Tech	Provide technical (computer) support as needed