

Health Promotion Clinic Intake Volunteer

HealthSET is a nonprofit organization dedicated to improving the lives of the low-income elderly. Our highly-skilled and compassionate staff and volunteer Nurses, Client Advocates, Pharmacists, Dieticians, Greeters, and Interpreters provide free health clinics and substantial follow-up care, acting as a bridge to the complex health care and social service systems. We give our most vulnerable seniors the tools to live independently which is key to preserving their quality of life. Please see healthset.org for more information.

Clinic Responsibilities

- Assist staff to move tables and chairs for clinic, keeping in mind patient privacy while visiting with the nurse.
- Clean intake table with sanitary wipe and set out clinic sign-in sheet and pen
- Greet clients as they arrive at clinic with a smile and verbal greeting. Treat the client with both respect and kindness.
- Ask client to sign in on clinic sign-in sheet, assist as needed.
- Locate client's chart in record box. If client is new to clinic start new chart entering client name on chart and new vital signs card. Do not give charts to clients to look at or to complete. *If a client asks to see their chart, refer them to the nurse.*
- Take and record client's weight. Record weight and date on both client chart and on client's vital signs card. If client does not have a vital signs card, begin one for them. Return card to client to keep.
- Maintain orderly system of assigning clients to nurses on a first come - first served basis. Hand chart to nurse as client is called by nurse.
- As nurses finish charts, re-file them in alphabetical order in the front of the chart box.

Other Responsibilities

- Review Client Advocacy follow-up list and send any clients to advocate that need it.
- Participates as a member of the HealthSET team.
- As appropriate, chat with clients waiting to see nurses.

Reporting/Contact Relationships

- Reports to: Health Promotion Clinic Manager

Training or Certifications Required

- None

Work Environment/Physical Activities

- Ability to travel throughout the metro area to volunteer at the Health Promotion Clinics
- Ability to preserve confidentiality of information
- Excellent customer service skills

Disclaimer

The above is intended to describe the general content of and requirements for the performance of this volunteer position. It is not to be construed as an exhaustive statement of essential functions, responsibilities or requirements.