



Volunteer Job Description

Volunteer Position Title: Intake - Triage

Purpose/objective: Intake volunteers greet clinic patients at their car to screen for covid symptoms. Next, they escort clinic patients through building to an exam room and take their vitals. Intake volunteers are a direct support to the providers during in person visits.

Location: Open Door Clinic within UMWC 1390 Capital Blvd.

Key responsibilities:

- 1) *Direct support to providers*
- 2) *Assist with immunizations and physical exams, as needed.*
- 3) *Obtain patients vitals*

Qualifications: Minimum certification required; EMT-B. Spanish speaking volunteers are encouraged but not necessary

Time commitment: We kindly ask that you commit to at least two shifts per month, for at least a year.

Schedule: (As of 4/7/21)

Monday	Tuesday	Wednesday	Thursday
12:45p -4:00p	4:00p – 6:00p	11:00a – 1:15p	12:45p -4:00p

Training/support provided:

1. First shift will be a training shift with staff or experienced volunteer
2. Ongoing support provided by clinic staff

Benefits: Improving healthcare access for medically underserved population of Wake County.

Volunteer Supervisor: UMWC Clinic Coordinator