



Volunteer Job Description

Volunteer Position Title: Intake - Triage

Purpose/objective: Intake volunteers receive screened patients and guide them into exam room. They will begin the office visit with taking the patients vitals and updating their records. Intake volunteers are a direct support to the providers during in person visits.

***Special events: Intake Volunteers have a high skill level that plays an essential role within the many functions of the Open-Door Clinic. We often have special events that we need the support of the skilled Intake volunteers. You will be invited to sign up for these events as they occur.

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, RN, PA.

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

Schedule:

Monday	Tuesday	Wednesday	Thursday
1p -5:00p	9:15-12:00 p	1:45p -5:00p	1p -5:00p
	1:45p -5:00p	5:00 – 7:00 p	9:15-12pm
	5:00 – 7:00 p		

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