

INTAKE - TRIAGE

VOLUNTEER JOB DESCRIPTION



OBJECTIVE

Intake volunteers are an essential part of Open Door Clinic (ODC) operations! Volunteers receive patients from the waiting room and guide them into exam rooms, where they complete intake (basic vitals, health screenings, and chief complaints). They are a direct support to the providers. Volunteers will learn how to conduct point-of-care (POC) tests (blood glucose, urinalysis, etc.) and administer intramuscular vaccines.

LOCATION

Open Door Clinic

1390 Capital Blvd, Raleigh, NC

RESPONSIBILITIES

1. Directly support providers (ex., brief providers on patient's vitals, presenting concerns, and follow up on patient needs)
2. Assist with immunizations, physical exams, POC tests (as needed)
3. Obtain patient vitals and conduct health screenings (basic substance use and mental health screenings)

QUALIFICATIONS

Minimum certification required;

EMT-B and EMT-A, RMA, CMA, RN, PA

BENEFITS

improving healthcare access for uninsured & medically underserved populations of Wake County

COMMITMENT

We kindly ask that you commit to at least **2 shifts per month**, for at least a year.

SHIFT OPTIONS

Monday

9:00am - 12:00pm

1:00pm - 5:00pm

Tuesday

9:00am - 12:00pm

1:00pm - 5:00pm

5:00pm - 7:00pm

Wednesday

10:00am - 12:00pm

1:00pm - 5:00pm

5:00pm - 7:00pm

Thursday

9:00am - 12:00pm

1:00pm - 5:00pm

SUPERVISOR

UMWC Clinic Manager and Coordinator(s)

TRAINING/SUPPORT

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