

# LIMITED SCOPE 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. Limited-Scope Volunteers will learn how to conduct point-of-care (POC) tests within their scope (without breaking skin barrier)

## LOCATION

### Open Door Clinic

1390 Capital Blvd, Raleigh, NC

## RESPONSIBILITIES

1. Obtain patient vitals and conduct health screenings (basic substance use and mental health screenings)
2. Directly support providers (ex., brief providers on patient's vitals, presenting concerns, and follow up on patient needs)
3. Patient out-take and cleaning rooms

## QUALIFICATIONS

Minimum certification required;

CNA

## 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

### Wednesday

10:00am - 12:00pm

1:00pm - 5:00pm

### 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