



Department of Health Services

VOLUNTEER POSITION DESCRIPTION

Clinic Assistant Volunteers:

The Position: Great opportunities for individuals who are interested in gaining exposure to clinic setting and back-office experiences. Assignments could vary for each clinic ranging from scanning medical documents and storing in electronic folders, filing, pulling charts, closing out patient files in the database, data entry, scheduling appointments, receiving and processing referrals for counseling, and mailing letters to clients. Proficient computer candidates may assist with creating and formatting forms, run queries and preparing reports using Access and Excel applications or conduct surveys.

Locations: 4600 Broadway, Sacramento 95820

Schedule: A minimum commitment of three months with 10-12 hours per week, Monday to Friday during 8:00 am to 5:00 p.m. We will work with the volunteers' schedule to ensure flexibility.

Minimum

Qualifications: 18 years of age and older. Has the ability to perform alpha and numerically filing accurately. Candidate needs to be able to be on feet, reaching, stooping for period of time; some positions might require more advanced computer skills. Volunteers should have a friendly personality and possess a genuine interest in serving the community. Candidate must pass a criminal background check.

Benefits: Work with medical professionals and exposure to a community-based medical program, community service, and opportunity to receive school credit or gain experience in the field. An evaluation and work reference can be provided upon request and successful completion of the volunteer assignment.

To Apply: Send résumé to e-mail address: thompsonjer@saccounty.gov contact the Volunteer Services Office at 875-1250 for an application. Positions depend on availability.

Questions? Contact Jerri Thompson, Volunteer/Student Intern Coordinator, DHS, 875-1250