



# Volunteer Position

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<b>Volunteer Position:</b>	Medical Assistant Volunteer
<b>Program:</b>	Haight Ashbury Free Clinic
<b>Location:</b>	558 Clayton Street, San Francisco, CA 94117
<b>Reports To:</b>	Clinic Operations Manager

Founded in 1967, Haight Ashbury Free Clinic was the first nonsectarian free medical clinic in the United States. Haight Ashbury Free Clinic provides compassionate, nonjudgmental care. Our supportive Volunteer staff is committed to providing healthcare services to those who can least afford them. Our Volunteer providers have specialized expertise in preventative health, chronic conditions, the treatment of infectious disease, and addiction. At the Haight Ashbury Free Clinic, we believe that patient-centered care is essential to lifelong well-being and that all people deserve excellent health care.

## **Position Description**

The Medical Assistant Volunteer is a key member of the Clinic Care Team and as such, performs clinical and administrative tasks, under the supervision of the Clinic Operations Manager, consistent with HealthRIGHT 360 policies and protocols. Duties include preparing treatment rooms, assisting physicians with examination materials, instruments and equipment, maintaining supply inventories, and performing laboratory tests including phlebotomy and providing case management follow-up with patients.

## **Key Responsibilities**

- Assist clinicians in the examination process.
- Perform office tests including vision screening, spirometry, EKG, rapid strep, UA and urine pregnancy tests.
- Perform phlebotomy, injections, TB tests, breathing treatments, preparation responsibilities.
- Perform intake, including vital signs, list chief complaints, allergies, immunization histories and complete chart forms, as appropriate to patient type.
- Place patients in rooms and prepare them for examination.

- Clean, prepare and stock examination rooms, coordination responsibilities.
- Receive and return telephone calls from patients and pharmacies.

### **Qualifications, Desired Skills and Abilities**

- High School Graduate or Equivalent.
- Culturally competent and able to work with a diverse population; genuine and friendly; practices attentive and active listening; has the patience to hear people out and integrity to handle sensitive information in a confidential manner.
- Ability to enter data into various electronic systems while maintaining the integrity and accuracy of the data, Microsoft Office applications, specifically Word Outlook and internet applications.
- Professionalism, punctuality, flexibility, and reliability are imperative.
- Action-oriented; ability to multitask and work cooperatively and effectively as a team member.
- Commitment to working with the uninsured and marginalized populations; strong initiative and enthusiasm; interested in community-based healthcare and willingness to pitch in whenever needed.

### **Physical Requirements**

- Requires prolonged sitting or standing for up to 3 hours at a time.
- Requires hand eye coordination and manual dexterity to operate a keyboard, photocopier, telephone, calculator and other office equipment.
- Requires normal range of hearing and eyesight to record, prepare and communicate appropriate reports and to communicate with staff in a busy clinic environment.

***\*\*Selected volunteer candidates will be required to satisfactorily complete a background Clearance\*\****