



Volunteer Position

Volunteer Position:	Primary Care Provider
Program:	Haight Ashbury Free Clinic
Location:	558 Clayton Street, San Francisco, CA 94117
Reports to:	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 Primary Care Provider Volunteer at Haight Ashbury Free Clinic provides quality primary care services to our patients, helping to grow the overall practice, and promoting team functioning. They provide acute, chronic and preventive medical care with an emphasis on primary care to underserved populations. The Primary Care Provider Volunteer provides team-based care in close collaboration with nursing, medical assistant, and front office volunteers. They also work collaboratively with mental health providers and case managers to ensure patients receive whole-person care. They exemplify technical abilities and the ability to work with vulnerable populations in a trauma-informed manner.

Key Responsibilities

- Provide comprehensive care, within the scope of credentialed privileges and standardized procedures and according to pre-arranged schedules, to patients within a Patient-Centered Medical/Health Home delivery model
- Document care promptly and accurately and following charting protocols and applicable CA state licensing requirements. Locks clinic notes within 72 hours
- Ensure appropriate follow-up for all aspects of ordered care (e.g., specialty referrals, laboratory results, radiology reports, etc.)
- Provide care for primary care conditions as well as care for common mental health conditions, HIV and Hepatitis, routine check-ups, chronic disease management such as diabetes, high blood pressure, high cholesterol, anemia, and cancers
- Provide unbiased patient education and counseling

- Identify psychosocial factors affecting health decisions and practices, and counsel accordingly
- Along with colleagues, assist in continuous quality improvement through on-going problem/needs identification and problem solving
- Keep current with continuing professional education programs, demonstrating completion of timely education to meet state licensure and other professional requirements
- Complete all mandatory trainings on an annual basis, including but not limited to Confidentiality, Fire Safety, Incident Reporting, Child Abuse and Maltreatment and Domestic Violence, and Infection Control
- Perform reporting of mandated conditions as required by applicable local, state and federal laws
- Work collaboratively with mental health providers to facilitate integration between primary care and mental health in order to improve patient outcomes

Qualifications, Desired Skills and Abilities

- Valid California professional license without any limitations to practice
- DEA Controlled Substances Registration Certificate
- Board Certification
- BLS/CPR Certification
- Experience and/or willingness to work with populations with varying lifestyles, ages, sexual orientations, gender identities, ethnic and culture backgrounds and economic status
- Experience and/or willingness to work successfully with issues of substance abuse, mental health, criminal background, and other potential barriers to economic self sufficiency
- Comfort working on teams and with safety net populations
- Professionalism, punctuality, flexibility and reliability are imperative
- Strong verbal, written, and interpersonal skills
- Proficiency with Microsoft Office applications, specifically Word Outlook and internet applications
- Ability to become familiar with and utilize Electronic Clinical Works – eCW

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