



BETHESDA HEALTH CLINIC

VOLUNTEER OPPORTUNITIES

While Bethesda is thriving with interest and support running high, there still remains a great need for more volunteers. On-site and off-site volunteer opportunities, flexible scheduling and orientation/training are available. Although various positions are listed below, it is important to remember that *most of all, Bethesda needs caring people who are willing to give their time for the good of the community.* If you have a desire to be a part of our great volunteer staff and you do not see a position that interests you, let us know and together we will find a volunteer position that feeds your passion.

ADVANTAGES OF VOLUNTEERING AT BETHESDA

- Variety of jobs that may or may not require computer experience
- Complements your lifestyle
- Enhances your passion
- Matches your interests
- Provides personal satisfaction

TIME COMMITMENT

- Average commitment for volunteering is 3 - 4 hours per month
- Flexible schedules to meet your needs

MEDICAL POSITIONS

- Physicians^o
- Physician Assistants^o
- Nurse Practitioners^o
- Nurses (See descriptions below) ^{oo}
- Technicians
- ^o Minimal credentialing ^{oo}Online verification

CLINIC POSITIONS

- Receptionist
- Interpreter
- Transcriber*
- Child Supervisor

* Computer Experience Required

OFFICE POSITIONS

- Clerical
- Writer
- Maintenance/Cleaning

FAITH COMMUNITY POSITION

- Patient Advocate
- Prayer Warrior

NURSE POSITIONS (Clinic hours and flexible hours are available)

Clinic Hours

- Direct patient care (MA or Nurse)*
- Advanced nursing*

Vitals, chief complaint

History taking, med counseling, patient education and possibly blood draw

Flexible Hours

- Patient call backs*
- Chronic disease case management*
- Pharmacy patient assistance program
- Miscellaneous duties
- Specific Office Testing*

Labs

Periodic evaluation of a set number of patients with chronic diseases

Assist patients in completion of drug assistance programs

Sterilize instruments, stock rooms, inventory supplies, quality assurance projects

EKG, bone ankle density, spirometry, audiometry

*COMPUTER EXPERIENCE REQUIRED:

This qualification is met if you have limited knowledge of computers and a willingness to use new programs.

CLINIC POSITIONS

- **Receptionist:** Greet and tag-in clients. Collect payments. Answer the phone. Answer questions and furnish information about services and resources. Light clerical duties. *Training provided.*
- **Interpreter:** Assist Spanish-speaking patients in all aspects of medical services, including helping physicians and nurses with translating in the examination room. *Training provided.*
- **Transcriber:** Assist doctors with transcribing information into electronic medical records. *Medical background required. Training provided.*
- **Child Supervisor:** Supervise children in play area by conducting activities and reading books to them.

OFFICE POSITIONS

- **Clerical:** Support the clinic by reducing the administrative workload:
 - *No computer experience.* Answer the phone. Make appointment reminder calls. Make copies. Conduct mailing and filing projects
 - *Computer experience*
 - * Medical data entry involves entering medical information into the patient's electronic chart. General data entry involves entering other data.
 - * Scanning involves the process of incorporating paper documents into the patient's electronic medical record.
 - * General word processing to create correspondence, forms, reports and other documents.
- **Writer:** Compose articles for the webpage, newsletter and other publications. Interview patients and volunteers. Help to promote community awareness through publications and public relations.
- **Event Planner:** Assist in planning and implementing special events.
- **Maintenance/Cleaning:** Clean and sanitize donated equipment and supplies. Sort, count, label or tag medical supplies. Assist with cleaning the clinic.

FAITH COMMUNITY POSITION

- **Patient Advocate:** Act on the behalf of the patient by providing assistance, information, support and/or referrals. Interact with patients in waiting room. *Training provided.*
- **Prayer Warrior:** Take prayer requests from clinic's mailbox and pray for these individuals. Also as a group, pray for patients, volunteers and staff..

OFFICE AND CLINIC HOURS

- **Office Hours:** 8:00 am – 5 pm Monday through Thursday; 8:00 am – 1 pm on Friday
- **Clinic Hours:** 8:00 am – 5 pm Monday through Thursday; 8:30 am - 12pm on Friday. 5:00 – 7:00 pm Tuesday and Thursday evenings, as scheduled; 8:30 – 12 pm Saturday, as scheduled.

HOW TO BECOME A VOLUNTEER

- Complete and return a volunteer application.
- You will be contacted by Volunteer Services.
- You will be advised when the next orientation and/or nurse training will be held.
- All volunteers must be at least 16 years of age.

For more information contact
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