Volunteer Opportunities

**Quality Improvement Assistant**
LOCATION: HealthPoint Medical Clinics (Various)
Responsible for assisting clinic staff in activities to promote overall improvement in population medicine, as well as provide general clerical support. The volunteer will assist in the development and distribution of written materials, participate in quality improvement efforts in the clinic including contacting patients that are due for services, helping to identify and coordinate care for patient population, assisting Quality Improvement Coordinator in presentations of reports, and performing clerical duties related to the Breast, Cervical and Colon Health Program. Volunteer will need to demonstrate operating knowledge of computers. Intermediate level ability with Word, Excel, and other required software programs

**Time Commitment**
Position requires a commitment of 8 hours per week for a minimum of 2 months. Flexible hours can be arranged with supervisor.

**Clinic Front Office Assistant**
LOCATION: HealthPoint Medical Clinics (Various)
Responsible for assisting front office with functions which may include acting as a greeter, making reminder calls to patients, helping with patient registration paperwork, answering patient questions, and orienting new patients to the services which HealthPoint offers, while promoting quality patient service. General administrative duties such as faxing, printing, mailing, scanning, maintaining reception and work areas, and preparing incoming documents for distribution (i.e. stamping and numbering pages).

**Time Commitment**
Position requires a minimum commitment of 4 hours per week for 2 months.

**Administrative Volunteer**
LOCATION: Administration Offices in Renton
Assisting various departments within HealthPoint Administration with office duties, such as filing, data entry, faxing, scanning, and copying. Responsible for assisting administration staff with bulk mailings. Help with readying large or bulk mailings by assembling mail pieces; making copies, stuffing envelopes, affixing labels and folding letters; and stamping envelopes or other items as needed. Faxing, copying, scanning, and other administrative duties not requiring NextGen as assigned by supervisor. Volunteer will need basic training on use of copy and folding machines.

**Time Commitment**
Position requires a minimum commitment of 4 hours per week for 2 months.

**Safety & Operations Volunteer**
LOCATION: Administration Offices in Renton
HealthPoint’s Safety/Operations Team is looking for a volunteer to assist with research into Safety Data Sheets at our Administration Office. Safety Data Sheets are documents provided by product manufacturers that contain information about potentially hazardous materials used in products. Volunteer is responsible for working from a table of contents to look up most current copy of Safety Data Sheet and researching product on manufacturer’s website, saving electronic copy to a folder on the HealthPoint server, and printing and organizing Safety Data Sheets for each clinic in a binder format with alphabetical tabs. The final product will be a Safety Data Sheets Manual – part of the Globally Harmonized System for Hazard communication. Applicants interested in Health Business Operations, Facilities/Maintenance, Safety, or Risk Management are encouraged to apply!
Volunteer will be provided with basic training on use of HealthPoint’s office equipment and computers.

**Time Commitment**
Position requires an estimated 20 hours per week for approximately 1 to 2 months.
**Cancer Prevention – Administrative Volunteer**  
LOCATION: Administration Offices in Renton  
Responsible for assisting the Colon Cancer Prevention Coordinator with checking patient charts, making phone calls to update patient addresses, and assisting with bulk mailings relating to the Colon Cancer Prevention Program. Help with readying bulk mailings by assembling mail pieces, affixing labels, stamping envelopes, and other items as needed. Volunteer will be provided with basic training on use of HealthPoint’s electronic health record, phones, and office equipment.  
**Time Commitment**  
Position requires a minimum commitment of 4 hours per week for at least 4 months.

**Referral Coordinator Assistant**  
LOCATION: HealthPoint Medical Clinics (Various)  
Responsible for assisting with follow up calls to patients that have been referred for specialty care by their PCP. Volunteer will inquire with the patient if he/she has received their referral information and if they have an appointment scheduled. Volunteer will give this information to referral coordinator for follow up.  
**Time Commitment**  
Position requires a minimum commitment of 4 hours per week for 2 months.

**Special Event Volunteer**  
LOCATION: Varies  
Responsible for assisting with Special Events such as the HealthPoint Annual Dinner held in October, HealthPoint Family 5K, Health Fairs, and other events that arise. Responsible for assisting administration staff with bulk mailings. Help with readying large or bulk mailings by assembling mail pieces; making copies, stuffing envelopes, affixing labels and folding letters; and stamping envelopes or other items as needed. Faxing, copying, scanning, and other administrative duties not requiring NextGen as assigned by supervisor. Volunteer will need basic training on use of copy and folding machines.  
**Time Commitment**  
Varies – Details provided on a case by case basis.

**Reach Out and Read (ROR)**  
LOCATION: HealthPoint Medical Clinics (Various)  
ROR integrates patient education about literacy development into regular pediatric care for children. Volunteers will read to children in the clinic waiting rooms while they are waiting to see their healthcare providers.  
**Time Commitment**  
Position requires a minimum commitment of 4 hours per week for 2 months.

**Pre-Med Internship**  
LOCATION: Administration and/or HealthPoint Clinics  
HealthPoint also offers a Pre-Med internship, for students interested in pursuing a career as a Primary Care Physician, meeting mentors in different areas of medicine, and working with underserved populations. The internship consists of:  
- Meeting our students, residents, and faculty  
- Observation of second year classes, including workshops  
- Observation of Grand Rounds including all students/learners: Dental Externs, Dental Residents, Naturopathic Residents, Behavioral Health Interns, and Practicum students  
- Attending a second year Osteopathic Principles and Practice class  
- Shadowing Family Medicine, Pediatric, and/or Naturopathic Physicians  
- Observation of meetings to get an idea of clinic operations  
- Tour of the HealthPoint Family Medicine Residency  
- Volunteering at HealthPoint (minimum of 32 hours)

The above positions are our most common needs, but we are always looking to expand our volunteer program and utilize the unique skills of those in our communities. If you have a suggestion for a new volunteer opportunity, please contact us at volunteer@healthpointchc.org!