



Medical Clinic – Medical Professionals

Position Summary:

Retired and practicing medical professionals are the primary providers for our free medical clinic. Volunteers in the medical clinic will provide a patient-focused environment treating every person with dignity and respect. Volunteers can choose to work in the clinic on Tuesday mornings, Thursday evenings and/or during office hours to assist community health nurses. You may be asked to help supervise a specific area of the clinic.

Duties and responsibilities:

- **Physicians** to provide ongoing patient care, working alongside nurses and medical professionals to deliver the quality care the local population needs.
- **Nurses** to assist with patient assessments prior to MD exam (vital signs, chief complaint, update medication record)
- Nurses to provide patient education
- **Phlebotomists** or Nurses to draw blood
- Nurses to assist with data entry
- **Spanish language interpreters** to assist with communication between patients and volunteers

Requirements:

- Required North Carolina licenses and/or certifications
- Familiarity with and appreciation for the mission of the free clinic
- Genuine commitment to work hours and days agreed upon
- **Must be 18 years of age or above. No students from high school.**

Training:

- Training and orientation to Ada Jenkins Center and Medical Clinic
- Additional training during clinic hours

Time Requirements: Volunteer may choose how often they wish to work the following shifts.

Physicians, Nurses Practitioners, and Physician Assistants—Thursday, 6pm – 8pm and/or Tuesdays 10-12 noon.

Nurses to assist with patient assessments prior to MD exam—Thursday, 4:00pm – 7pm.

Nurses to provide patient education—Thursday, 5:30pm – 8:30 pm.

Phlebotomists to draw blood—Thursday, 5pm – 8:30pm.

Nurses to assist with data entry – Monday for 2 hours between 9am and noon

www.Adajenkins.org/impact/volunteer

For additional information please contact Melissa Scott, Director of Volunteers
Ph 704.896.0471 x131 or email Melissa.Scott@adajenkins.org



Dental Professionals – Dentist, Hygienists and Dental Assistants

Position Summary:

Retired and practicing Dentists, Hygienists and Dental Assistants are the primary providers of care at the Dental Clinic. Volunteers will work with patients at the mobile dental truck and/or at the Ada Jenkins Center Dental Clinic. Volunteers at the dental clinic will provide a patient-focused environment which treats every person with dignity and respect. May be asked to help supervise a specific area of the clinic. Clinic assistants will assist with clinic set-up and closing, chart management and data collection as needed.

Duties and responsibilities:

- Dentists to provide ongoing patient care, working alongside dental assistants and hygienists to deliver the quality care the local population needs.

Requirements:

- Required North Carolina licenses and/or certifications to practice as a dental professional
- Familiarity with and appreciation for the mission the Center and of the dental clinic
- Genuine commitment to work hours and days agreed upon
- ***Must be 18 years of age or above. No students from high school.***

Training:

- Training and orientation to Ada Jenkins Center and Dental Clinic

Time Requirements: Volunteer may choose how often they wish to work the following shifts.

Huntersville -Tuesday or Wednesday Clinics, 6:00pm – 9:00pm

Ada Jenkins Center – One or two Friday in the mornings or afternoons per month 9:00am – 1:00pm or 1:00pm – 4:00pm

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Dental Administrative Assistant

Position Summary:

Assist the Dental Clinic Manager with data entry, chart management and general administrative tasks. Volunteers at the dental clinic will provide a patient-focused environment which treats every person with dignity and respect.

Duties and responsibilities:

- Date Entry
- Chart Management
- General administrative duties

Requirements:

- Familiarity with and appreciation for the mission the Center and of the dental clinic
- Genuine commitment to work hours and days agreed upon
- ***Must be 18 years of age or above. No students from high school.***

Training:

- Training and orientation to Ada Jenkins Center and Dental Clinic

Time Requirements: 3-4 hours on Tuesdays between 10:00am – 2:00pm.

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