



VOLUNTEER POSITION DESCRIPTION

Position Title: Mobile Dental Clinic Volunteer Clinic Assistant (non-medical)

Department: US Programs, Care & Connect

Reports To: Medical Teams Care & Connect Staff as appropriate

Time Commitment: 5–7-hour clinic shifts (preferably 4x per year)

Position Summary:

- Fulfill the role of a non-medical Clinic Assistant on a volunteer basis on board a Medical Teams International Mobile Health Clinic
- Provide excellent customer service to low income and underserved individuals lacking dental insurance, means to pay for care themselves or reasonable access to needed dental or medical care
- Be compassionate, understanding, and respectful to members of our target population

Essential Duties and Responsibilities:

- Greet and welcome all patients
- Check in patients and gather information via digital tablet
- Take and record patient temperature and blood pressure
- Triage patients based on their appointment time and/or walk-in 'spot in line'

Other Duties:

- Must be able to volunteer during hours that meet the needs of the program
- Protect patient health information in compliance with HIPAA laws

Desired Minimum Qualifications:

- Must be 18 years or older

Tools and Equipment Used:

- Mobile Health Vans are fully equipped and stocked with current dental equipment, supplies and instruments, and medical supplies
- Computer, Tablet, various Software

Physical Demands:

- Typical of practice in a dental/medical office in a somewhat limited, but adequate workspace
- Prolonged sitting, standing.
- Must be able to communicate with patients/staff/volunteers effectively.
- Manual dexterity is required to carry out treatment.
- May be exposed to bloodborne pathogens, chemical/respiratory hazards, PPE is required.