VOLUNTEER POSITION DESCRIPTION

Position Title: COVID Clinic Screener & Greeter
Department: US Programs, US Response
Reports To: Medical Teams US Response Staff as appropriate
Time Commitment: 5–7-hour clinic shifts (preferably 4x per year)

Position Summary:
Greet patients who are interested in receiving a COVID-19 vaccine and direct them to complete required consent forms. This position is essential to supporting the COVID-19 Clinic Coordinator and ensuring that all patients complete consent forms fully and accurately before receiving the vaccine.

Essential Duties and Responsibilities:
• Greet and welcome all patients
• Provide patient education to address questions/concerns as needed
• Instruct and/or assist patients to complete screening and consent forms
• Ask for patients’ vaccine preference
• Assist with patient flow
• Answer questions and provide comfort, reassurance to patients
• Consult with clinic manager or vaccinator for clinical questions

Other Duties:
• Must be able to volunteer during hours that meet the needs of the program and be on site 30 minutes prior to clinic
• May be asked to help set up and take down clinic
• Protect patient health information in compliance with HIPAA laws
• Enter patient data into Excel spreadsheet

Required Minimum Qualifications:
• Must be 18 years or older

Tools and Equipment Used:
• Surgical mask usage is required for duration of the shift; additional PPE is available but not required, including gloves, eye protection, face shield, disposable gown
• Laptop

Physical Demands:
• Prolonged sitting, standing
• Must be able to communicate with patients/staff/volunteers effectively