



## 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