

Position Title: Access Volunteer
Supervisor: Clinic Front Office Supervisor

Volunteer Position Overview:

The Access Volunteer provides support to patients navigating their patient portals in the clinic. This position serves to guide and assist patients with accessing their electronic medical record information, book appointments, and view their health data. *Patient portals are secure online websites or applications that allow patients to interact and communicate with their healthcare providers and health records. At CommuniCare, we currently use the eClinical Works platform.

Training will be provided for volunteers in this position.

Volunteer Duties:

- Assist patients in the waiting room with checking into the clinic
- Help patients access their health record and appointment information
- Access patient appointment records and facilitate reminder calls to patients
- Scan patient medical records
- Engage with patients in the waiting room and teach them how to use their patient portals*

Volunteer Experiences/Benefits:

- Exposure to Federally Qualified Health Centers and clinical direct service
- Training in electronic health record software (eClinical Works)
- Experience with electronic medical records and patient support services
- Letter of recommendation available when applicable for those in good standing

Minimum Qualifications:

- Available 2-3 days per week minimum; 3-4 hours per day
- **Availability must fall within the following timeframes:** Tuesdays between 8 AM – 12 PM, Wednesdays (any time between 8 AM – 5 PM), Thursdays/Fridays between 8 AM – 12 PM
- **Ability to commute to Salud Clinic** (500 Jefferson Blvd, West Sacramento, CA 95605)
- Able to maintain confidentiality while working with patient records
- Must be at least 18 years old
- Bilingual in Spanish is helpful, but not required

Diversity, Equity, and Inclusion:

CommuniCare OLE is an inclusive environment that promotes and values diversity and life experience. CommuniCare OLE encourages people of all backgrounds to contribute their unique perspectives to CommuniCare OLE as a volunteer including, but not limited to, Black, indigenous, people of color, immigrants, refugees, LGBTQIA+, people with disabilities, veterans, individuals of all ages and religions, as well as those who have experienced the criminal justice system.

Volunteer Expectations and Physical Requirements:

We expect all our volunteers, interns, externs, and learners to be punctual, effective communicators, and team players. Attendance and timeliness are necessary but flexible, dependent upon department needs, as long as communication is provided. Strong interpersonal skills and the ability to take direction are expected as well as the ability to work independently. Physical demands may include operating office equipment, the ability to sit or stand for long periods of time, occasional walking, and the ability to bend and lift up to 25 pounds. Hearing and vision required.