



Planned Parenthood Columbia Willamette

VOLUNTEER POSITION DESCRIPTION

Planned Parenthood Columbia Willamette

TITLE: Health Center Support Volunteer	LOCATION: Various Health Centers
REPORTS TO: Volunteer Engagement Manager	LAST REVIEWED: 2/8/2024

Position Summary

The Health Center Support Volunteer performs various tasks within our health centers to assist our clinical staff in providing excellent service to our community. The Health Center Support Volunteer ensures that health centers are cleaned, stocked, and contain necessary documents and supplies for patients. The Health Center Support Volunteer upholds PPCW's Values and Service Standards and improves the overall operations of the health center.

Essential Functions

Cleaning:

- Use infection prevention techniques
- Clean, restock, and organize exam rooms
- Clean instruments, tools, and lab

Inventory:

- Unpack, match, count, and put away inventory received
- Organize and restock informational brochure display
- Assemble patient education packets, safer sex kits, and other materials
- Organize and restock supplies in exam rooms and providers' medical drawers

Administrative:

- Sign up for available volunteer shifts
- Track and record volunteer hours on a weekly basis
- Maintain open communication with supervisor

Qualifications, Competencies, and Skills

Required Qualifications:

- Willingness to learn, adapt, and complete tasks as needed by health center staff
- Ability to work and communicate well with a diverse staff
- Proficiency in PCs, Microsoft Office, and general office equipment
- Must be able to provide or complete the following medical records/tests prior to volunteering in health center:
 - Negative Tuberculosis (TB) screening within the last 12 months
 - Rubella immunity or 2 vaccination dates
 - Hepatitis B immunity or 3 vaccination dates
 - COVID-19 vaccination or proof of exemption for medical or religious reasons

Preferred Qualifications:

- Experience working in healthcare settings
- Experience working in stressful or demanding situations

- Interest in non-profit sexual and reproductive healthcare

Physical Requirements:

- Ability to volunteer at least two 2-hour shifts per month for 6 months
- Ability to move supplies weighing up to 20 LBS
- Must be able to remain in a stationary position for extended periods of time
- Transport self to and from health center for volunteer shift

In This Together Workplace Values

We practice accountability	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
We tend to the team	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
We respect and honor all people	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
We jump in	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
We try and we learn	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
We care for our business	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
We return to our mission	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.

Volunteer Name

Volunteer Signature

Date

Supervisor Name

Supervisor Signature

Date