

# WOMEN'S CLINIC

4360 Montebello Dr • Suite 900 • Colorado Springs CO • 80918 • 719.388.1594

## Volunteer Position Description

### Mission Statement & Belief

Dream Centers Colorado Springs exists to provide health and hope for people in the Pikes Peak Region who are working to rebuild their dreams. We believe lives are transformed when we serve the whole person, which means meeting basic needs, providing people with effective health care, offering opportunities to learn and access life skills training, and providing a safe haven that supports our clients designing their lives anew. Our values, both core and aspirational, guide our work every day.

**Position Title:** Medical Assistant (CMA, CNA, RN, LPN, LVN, EMT)

**Reports To:** Medical Office Coordinator

**Status:** Volunteer position without opportunity for employment

### Position Overview

Assist medical providers in direct patient care, this includes patient intake, taking vitals, record accurate health history and establish primary reason patient is being seen. The MAs will also assist during patient exams, specimen collection, on-site diagnostic testing, preparing/completing lab request forms and serving as a chaperone or witness during exams. Our desire is to show the love of Christ through empathy, compassion, and dignity for every person who comes to us for treatment.

### Qualifications

Qualified individuals must be licensed or certified in a specific area. We are not able to host uncertified medical personnel. Each volunteer will only practice within her scope of practice.

### Personal Character

Caring and compassionate, flexible, reliable, committed, and excellent communication skills. Follower of Jesus, comfortable with our holistic approach to health including physical, emotional, mental, and spiritual care.

### Duties & Responsibilities

- **Knowledge:** Basic GYN
- **Specific Skills:** taking vital signs, on-site diagnostic labs, injections (if license permits), "clean" procedure techniques, basic sanitization of rooms/equipment.
- **Abilities:** Able to learn and utilize EHR according to clinic protocols. Clean/concise medical documenting, able to guide patients through intake process using directed questions to gain pertinent patient information.
- Log volunteer service hours in Volgistics

### Time Commitment

Minimum of two shifts per month, more is welcome. Shifts are generally 3.5 hours in duration, either morning or afternoon. Please contact Clinic Staff to discuss current needs.

**Orientation & Training:** Medical Office Coordinator