

Lloyd F. Moss Free Clinic Volunteer Opportunities

Position	Days/Hours	Description
Appointment Scheduler	Tuesday or Thursday: 10:00 AM – 2:00 PM	Answer patient information phone line, respond to patient questions about Clinic services, and schedule patients into evening Primary Care Clinic.
Dental Assistant	Tuesday or Thursday: 5:45 PM – 8:45 PM	Assist volunteer dentist during dental clinic. Schedule appointments, prepare supply request lists, and sterilize instruments. X-ray certification preferred.
Dental Hygienist	Friday: 8:30 AM – 1:00 PM	Registered Dental Hygienists to provide dental hygiene services to Clinic patients as recommended by volunteer dentists.
Dentist	Tuesday or Thursday: 6:00 PM – 8:30 PM	Licensed dentist to provide limited dental services (primarily fillings and extractions) to eligible clinic patients.
Eligibility Screener	Monday or Wednesday: 9:00 AM – 12:00 PM Tuesday or Thursday: 5:30 PM – 7:30 PM	Assist patients in establishment of eligibility by interviewing clients to assess residency, income, health insurance status, and the reason for current visit.
Medical Screener	Tuesday or Thursday: 5:30 PM – 7:30 PM 1 st or 3 rd Wednesday: 5:15 PM – 7:45 PM Mon/Tues/Wed/Thurs: 8:30 AM – 12:00 PM or 1:00 PM – 4:00 PM	A registered nurse, licensed practical nurse, nursing assistant, or emergency medical technician obtains and records vital signs and does basic physical assessment. Record patient's current condition and/or medical complaint. Complete medical history section of patient chart. Training available for college students.
Nurse	Tuesday or Thursday: 7:00 PM – 9:45 PM 1 st or 3 rd Wednesday: 5:15 PM – 7:45 PM Mon/Tues/Wed/Thurs: 8:30 AM – 12:00 PM or 1:00 PM – 4:00 PM	Registered nurse or licensed practical nurse to assist physician volunteers or Nurse Practitioner. Assist with patient education regarding diagnosis and treatment, purpose and importance of procedures, and referrals as appropriate. Review charts for completeness of lab requisitions, prescriptions, and signatures.

Office Assistant	Days and hours at volunteer's discretion	Assist with Clinic correspondence, computer data entry, assemble blank charts, file medical records, and other clerical activities.
Pharmacist	Tuesday or Thursday: 7:00 PM – 9:45 PM 1 st or 3 rd Wednesday: 5:15 PM – 7:45 PM Mon/Tues/Wed/Thurs: 8:30 AM – 12:00 PM or 1:00 PM – 4:00 PM	Registered pharmacist to fill and dispense prescriptions in Clinic's licensed pharmacy. Maintain pharmacy records and CRx computer program. Educate patients about medication dosage, interactions, and contraindications. Insure smooth, code-compliant operation of the Clinic pharmacy. (The Clinic does not stock controlled substances.)
Pharmacy Assistant	Tuesday or Thursday: 7:00 PM – 9:45 PM 1 st or 3 rd Wednesday: 5:15 PM – 7:45 PM Mon/Tues/Wed/Thurs: 8:30 AM – 12:00 PM or 1:00 PM – 4:00 PM	As requested by pharmacist on duty, the pharmacy assistant may: receive patient charts and prescriptions at the counter, keeping them in the order received; assist in the maintenance of the pharmacy inventory; and assist in the overall operation of the Clinic pharmacy. Must be a registered Pharmacy Technician or enrolled in a Pharmacy Technician training course.
Physician	Tuesday or Thursday: 7:00 PM – 9:30 PM 1 st or 3 rd Wednesday: 5:30 PM – 8:00 PM Mon/Tues/Wed/Thurs: 8:30 AM – 12:00 PM or 1:00 PM – 4:00 PM	Licensed physician, nurse practitioner, or physician's assistant to provide primary care, specialty care, or gynecology services to eligible clinic patients.
Receptionist	Mon/Tues/Wed/Thurs: 8:30 AM – 3:30 PM	Greet and assist patients and staff of Daytime Chronic Care Clinic. Answer phone, schedule appointments, and prepare charts. Assist with financial re-screening.
Summer Teen Volunteer	Mondays: 1:00 PM – 4:00 PM (during summer months)	A program for teenage volunteers during summer months only. Activities may include pharmacy inventory, assisting in Medical Records, filing, mailing, and restocking exam rooms.