



JOB DESCRIPTION

Patient & Volunteer Services VISTA

AmeriCorps VISTA

Posted February 2020

POSITION

Work with top medical and community volunteers at our award-winning free clinic on our 8-Member VISTA Team to advocate for and serve low-income uninsured patients, in the vibrant city of Providence. Become a *Patient & Volunteer Services AmeriCorps VISTA* at Rhode Island Free Clinic for a year of national service in “the Domestic Peace Corps.” Gain transferable skills in health care, business management, project planning, program development, and human resources. *Three positions available, to start in June & July 2020.*

Rhode Island Free Clinic (www.rifreeclinic.org) is nationally recognized for its volunteer/community partner model. In 2019 the Clinic mobilized an active statewide corps of over 600 medical volunteers, support professionals, and community partners throughout RI to provide over 11,000 patient visits and a medical home to uninsured, low-income RI adults. We believe in strengthening our community by giving people resources and education to help themselves. The Clinic also serves as a training site for aspiring healthcare professionals. Services and training are provided at the Clinic’s state-of-the-art, 8,000 square foot facility in Providence, and around RI at sites of collaborating partners.

The Clinic seeks a savvy, outgoing, energetic, highly organized Patient & Volunteer Services VISTA to build capacity in patient care and volunteer services. As an integral part of the Clinic’s team of 9 staff and 8 AmeriCorps VISTAs, this person will be responsible to help develop strategies and procedures and implement best practices to enhance patient and volunteer services. This position offers a unique opportunity to thrive in the Clinic’s highly professional, personable, dynamic volunteer model, while gaining skills in patient services, public health, human resources, business development, and volunteer management.

DUTIES

- Build the Clinic’s capacity in patient care and volunteer services by actively working with our VISTA Team and award-winning corps of volunteer medical professionals, community partners, and support personnel
- Recruit, schedule, support and oversee volunteers to provide patient services, including primary and specialty care, dental, behavioral health, interpreting, wellness education, Electronic Medical Record and administrative support
- Develop projects to expand and create sustainable pipelines of volunteers
- Enhance onboarding for new volunteers including volunteer job descriptions, orientations, assignments, and medical liability coverage for new volunteer providers
- Maintain and enhance scheduling and reporting in volunteer software
- Develop policies and systems to enhance volunteer satisfaction, increase retention, and reduce attrition
- Evaluate the effectiveness of volunteer programs
- Identify and recruit for specific volunteer needs including current and emerging activities
- Champion emerging Clinic initiatives including primary care, dental, behavioral health, and healthcare student training

QUALIFICATIONS & EXPERIENCE

- Savvy self-starter with demonstrated initiative and interest in medicine or public health
- Excellent organizational, interpersonal, and analytical skills
- Ability to prioritize and execute administrative tasks, projects, and systems
- Flexible and capable problem solver with entrepreneurial, can-do spirit
- Creative thinker, enthusiastic people person and team player with the ability to motivate others
- Commitment to the Clinic’s mission, volunteer model, and service to the uninsured
- Bilingual English and Spanish are preferred but not required
- Familiarity with Microsoft Office, particularly Excel & Access, preferred but not required

TO APPLY GO TO: <https://www.nationalservice.gov/programs/ameriCorps/ameriCorps-programs/ameriCorps-vista/join-ameriCorps-vista>

Please review AmeriCorps VISTA information on this site. Then go to <https://my.americorps.gov/mp/login.do> and click “Search Listings.”

For the search, select the “Rhode Island” and “AmeriCorps VISTA” options. Scroll until you find this position, click on it, and “Apply Now”.

Submit your application including 2 references. Applications must be submitted through this AmeriCorps VISTA site, the Clinic cannot accept applications directly.

Rhode Island Free Clinic is an equal opportunity employer.