

NORTH EAST MEDICAL SERVICES VOLUNTEER POSITION DESCRIPTION

TITLE:	Dental Department Volunteer
Location(s):	1520 Stockton Street
Projected Hours:	Flexible
Host Name	Dental Director/Dental Operations Manager

SUMMARY OF VOLUNTEER POSITION:

Under the supervision of the Dental Director/Dental Operations Manager, volunteers will learn about how dentists, dental assistants, and dental operations work in a Federally Qualified Health Center (FQHC), and they will be able to help with various functions not involved with direct patient care.

ESSENTIAL FUNCTIONS:

- Packaging care bags for patients.
- Provide non-medical translation services for patients.
- Greet patients when they arrive, answer any non-medical questions, and help them get situated for their appointment.
- Assist in clerical, technological, and/or administrative duties as appropriate.
- Uphold HIPAA guidelines and maintain confidentiality in all interactions.

PREFERRED QUALIFICATIONS:

- High school student or older.
- Anyone who has an interest in becoming a dentist, dental assistant, or learning more about the dental business.
- Competency in working with computers, telephones, and office equipment.
- Able to take responsibility for assigned tasks.

LANGUAGE:

- Fluent reading, writing, and speaking in English is required.
- Fluency in Cantonese and Mandarin is preferred, but not required.
- Fluency in any other language other than English is also preferred, but not required.

This is a volunteer position. I, the undersigned, acknowledge that I have read, understood, and accepted this position description and am able to perform these essential job functions without restrictions. I also understand that it may be modified from time to time.

Volunteer Print Name

Volunteer Signature

Date

If the volunteer is under 18 years of age, please also have your parent/guardian sign below:

Parent/Guardian Name

Parent/Guardian Signature

Date



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Volunteer Coordinator Name	Volunteer Coordinator Signature	Date
NEMS Host Name	NEMS Host Title	
NEMS Host Signature	Date	