

Doctors Without Walls – Santa Barbara Street Medicine

Lompoc Coordinator Description

Position: The Lompoc Coordinator for Doctors Without Walls–Santa Barbara Street Medicine will coordinate and supervise the Lompoc clinic, which are held on Saturdays, and all other miscellaneous Lompoc clinics and special events. The position is for one year and requires approximately 5-10 hours per week. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

Qualifications:

- Applicants are required to have demonstrated dedication and an in-depth understanding of DWW-SBSM’s mission and park clinic/Lompoc operations by volunteering at a minimum of the following over the past year:
 - 10 clinics (at least once at Pershing and once at Alameda)
 - 4 Lompoc clinics preferred.
 - 1 miscellaneous special field clinic such as a Freedom Warming Center.
- Applicants are also required to have DWW-SBSM volunteer experience in at least two roles in the park clinics.
- Applicants are required to have a valid driver’s license
- To excel in this position the Lompoc Coordinator must be able to work well with limited resources and be responsible, reliable, punctual, organized, personable, motivated, and imaginative.

Responsibilities:

- Attend every Lompoc clinic
- Attend a monthly operations meeting
- Attend bi-monthly meetings with the Executive Director
- Schedule all volunteers for Lompoc clinics
- Transport all supplies for each clinic, or coordinate volunteers to do so
- Be familiar with local resources for our patient population
- Assist with volunteer training
- Work closely with the Volunteer Manager and Park and WFHC Coordinators to manage Lompoc volunteers.

- Work closely with the Data team to coordinate medical record entry and data management
- Work closely with the Packs Coordinator in order to maintain the necessary equipment/supplies for clinic operations
- Work closely with other coordinators including the Communications Team and Companion Care
- Facilitate and contribute to any projects as instructed by DWW-SBSM leadership, the medical directors, and/or the Board of Directors
- Must drive the DWW van every Lompoc clinic and possible other times when necessary to facilitate Lompoc operations
- Communicate well and in a timely manner over email, phone, and in person

Last revision date: 03/1/19