

Doctors Without Walls – Santa Barbara Street Medicine
Park Clinic Coordinator Description

Position: The Park Clinic and Street Team Coordinators for Doctors Without Walls - Santa Barbara Street Medicine will coordinate and supervise the Pershing Park clinic, Alameda Park clinic, and all other miscellaneous special field clinics. The position is for one year and requires approximately 20-25 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 by volunteering at a minimum of the following over the past year:
 - 12 park clinics (at least once at Pershing and once at Alameda)
 - 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 and personal vehicle.
- Applicants must be able to lift 40 pounds.
- To excel in this position the Park Clinic must be responsible, reliable, punctual, organized, personable and motivated.

Responsibilities:

- Attend every park clinic and miscellaneous special field clinic
- Attend a monthly operations meeting
- Schedule all volunteers and clinicians for park clinics, street rounds teams, and miscellaneous field clinics
- Send weekly schedule emails
- 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 Coordinator to manage Parks volunteers.

- Work closely with the Data Coordinator 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, Womens Free Homeless Clinic Coordinators, and Companion Care
- Facilitate and contribute to any projects as instructed by DWW-SBSM leadership, the medical directors, and/or the Board of Directors
- Be willing to drive the DWW van when necessary to facilitate park clinic or field clinic operations
- Communicate well and in a timely manner over email, phone, and in person

Note: Parks Clinic Coordinators are not responsible for street rounds. We only schedule the clinicians so there should be a different position description for street rounds coordinator.

Last revision date: 3/1/2019