

Doctors Without Walls – Santa Barbara Street Medicine Volunteer Coordinator

Position: Coordinates and oversees the integration of new volunteers at Pershing Park Clinic, Alameda Park Clinic, Lompoc Clinic, the Women’s Free Homeless Clinic, and Companion Care. The VC is in charge of facilitating communication amongst members and with other local organizations. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

Duties Include:

- Collecting and reviewing student volunteer applications, and schedule and hold interviews with prospective volunteers at least once a year (working closely with the other Program Coordinators to bring on the appropriate amount of new volunteers each cycle).
- Leading and coordinating student volunteer trainings as needed for scribing, pack logistics, peacekeeping, WFHC, and vitals. Duties will include coordinating and communicating with volunteers and assisting with training logistics.
- Assisting with the recruitment of clinicians and healthcare professionals.
- Attending clinics in which new volunteers will be present in order to help them smoothly integrate into the clinics.
- Overseeing incoming emails from prospective volunteers and responding accordingly.
- Organizing and managing volunteers in order to keep track of credentials, certificates (HIPAA / BBP), contact information, etc.
- Tracking all volunteer attendance using database Salesforce (subject to change)
- Assisting the Data Coordinator with volunteer accounts and medical records through our electronic medical system.
- Ensuring that all volunteers have signed and understand the confidentiality and liability agreements and waivers.
- Scheduling and leading monthly Operations Meetings with the Managers, Coordinators, and Medical Directors.

Other Duties Include:

- Advocating for the organization and its beneficiaries.
- Conducting yearly program performance/output evaluation.
- Facilitating and contributing in any unforeseen projects deemed a priority by DWW-SBSM leadership, the medical directors, and/or the Board of Directors.

Qualifications:

- A BS or BA degree from an accredited university.
- This position is not recommended for a full-time student.
- Must be self-motivated, responsible, personable and organized to excel in the position.

- Students must show dedication and understanding of DWW-SBSM's mission by volunteering with DWW.
- Prior leadership and/or management experience is required.
- Must have excellent writing and communications skills.
- Must have a clean driving record, valid license, and be willing to drive the van if need be.
- Must be able to lift 40 pounds.
- A sense of urgency and attention to detail required.
- Must be tech savvy and easily teachable.
- Should be well experienced in homeless outreach.
- Must be able to work independently.

Time Requirements:

10-20 hours per week, which may fluctuate.

Last revision date: 3/1/2019