

Doctors Without Walls – Santa Barbara Street Medicine Women’s Free Homeless Clinic (WFHC) Coordinator Description

Position: The Women’s Free Homeless Clinic (WFHC) provides medical care and hospitality services to underserved women in our community. The WFHC Coordinator facilitates the provision of these services, supervising volunteers and coordinating the coverage of all necessary roles. Additional responsibilities include setting up and cleaning up clinic, monitoring and restocking supplies, building trust with clients, organizing client activities, providing referrals to appropriate local resources, tracking and enforcing volunteer attendance, and soliciting in-kind donations. The WFHC Coordinator is also expected to function as an ambassador for DWW-SBSM in the greater community. The WFHC Coordinator is not directly involved in providing medical care. This coordinator position requires a one-year commitment (6/1/19 - 5/31/20).

Qualifications:

- Candidates must be available from 8:00am to 4:00pm on the 2nd, 3rd, and 4th Fridays of each month, as well as for occasional meetings throughout the month.
- The position will require a commitment of approximately 10 to 15 hours per week.
- An ideal candidate would be highly organized, compassionate, and have a demonstrated interest in the fields of public health, mental health, healthcare, and social justice.
- Prior leadership experience is preferred.

This individual must:

- Identify as a woman.
- Have volunteered with WFHC for at least 6 months (prior to internship start date).
- Possess a car, a clean driving record, and a valid license.
- Be able to lift 40 pounds.

Specific Duties:

- Act as overall lead of WFHC operations, reporting to the Operations Director.
- Collect data and maintain all records on EMR.
- Ensure volunteers fulfill all clinic duties and meet their required attendance hours.
- Work closely with the Volunteer Coordinator to select and train new volunteers.
- Assist Volunteer Coordinator with obtaining completed volunteer forms and copies of licenses.
- Regularly maintain the WFHC volunteer list, providing the Volunteer Coordinator with updated contact information, as well as the names of any noncompliant volunteers.
- Ensure all essential volunteer positions are covered for the clinics (e.g. medical providers, general volunteers, scribes, vitals, van driver, cook, etc.)
- Keep up with WFHC emails, volunteer recruitment, and WFHC community presentations.
- Recruit and coordinate all specialty services at the clinic (i.e. acupuncture, presentations and workshops, self-care activities, holiday clinics, etc.).

- Maintain and organize all donations and purchased items in our on-site storage shed.
- Purchase health promotion items and clinic related items, as needed.
- Attend monthly operational meetings with Operations Director, other Coordinators, and Medical Directors
- Adapt clinic to changing circumstances or needs.
- Fulfill any responsibilities assigned by the Operations Director and/or Board of Directors.

Last revision date: 3/1/2019