

Exalta Health

Description of Volunteer Positions

Below is a description of volunteer positions available at Exalta Health and the requirements requested. If you have any questions, or would like to discuss the requirements further, please reach out to our Volunteer Coordinator, Leigh Shoemaker, at lshoemaker@exaltahealth.org or 616-475-8420. Thanks!

1) **MEDICAL/DENTAL PROVIDER**

- ✦ **Contact Volunteer Coordinator: Leigh Shoemaker - lshoemaker@exaltahealth.org**

2) **MEDICAL ASSISTANT (PRIOR training required – EMT, MA, C.N.A., Nurse Tech)**

- ✦ Room patients and perform intake – vital signs and chief complaint
- ✦ Point of care testing – urine dip, pregnancy test, rapid strep, rapid flu, fingerstick hemoglobin, hemoglobin A1C, and glucose
- ✦ Ear lavage
- ✦ Clean and stock patient rooms
- ✦ Set up/assist providers with pelvic exams and minor office procedures
- ✦ **REQUIRED commitment: weekly shifts for at least 6 months**

3) **DENTAL ASSISTANT (PRIOR training required – chairside assisting)**

- ✦ We practice four-handed dentistry – the DA must hand the dentist the right supplies and equipment at the correct time
- ✦ Cleaning and sanitizing rooms
- ✦ Knowledge of dental procedures
- ✦ Proper handling of and caring for equipment
- ✦ **REQUIRED commitment: weekly shifts for at least 6 months**

4) **INTERPRETATION**

- ✦ Must be fluent in Spanish and English and familiar with medical terms
- ✦ Spanish will be evaluated by native speaker
- ✦ Provide translation for providers
- ✦ Assist with phone calls
- ✦ **REQUIRED commitment: weekly shifts for at least 6 months**

5) **CLERICAL**

- ✦ Provide support to Administrative department
- ✦ Computer work, billing, filing, calls to businesses
- ✦ Scheduling, answer phone calls
- ✦ Assist receptionist with miscellaneous tasks
- ✦ **REQUIRED commitment: weekly shifts for at least 6 months**

6) **COMMUNITY HEALTH WORKER**

- ✦ Assist with fairs and public events
- ✦ Assist with giving information and flyers to local businesses and other NGOs

7) **BUILDING MAINTENANCE**

- ✦ Perform general maintenance duties as needed: waste disposal, cleaning surfaces, refilling paper products in containers, dusting, mop and wax floors, carpet cleaning
- ✦ Perform outside maintenance: snow shoveling, raking, trimming bushes, cleaning up trash, watering plants
- ✦ Perform more technical maintenance skills: painting, furniture repair, electrical/plumbing issues

8) **PROMOTION/FUNDRAISING**

- ✦ Assist with special events: golf tournament, banquets, other events, etc.
- ✦ Assist with publication development: brochures, letters
- ✦ Assist with development of audio/visual promotions