



## JOB TITLE

**Clinic Assistant**

## VOLUNTEER DEPT. CONTACT PERSON

**Lauren Chandler (503) 535-3840**

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## COMMITMENT

Work at least two clinic shifts (4 hours a shift) per week, for a minimum of 6 months.

## PURPOSE

Provide support to clients, clinic team and agency staff as needed.

## PROGRAM

**Medical Clinic**

## DUTIES

- Maintain an environment conducive to patient comfort and confidentiality.
- Assist clinic coordinators and healthcare providers with clinical and administrative tasks, including:
  - Collect and organize laboratory test supplies for healthcare providers
  - Monitor laboratory test specimens to ensure that they are labeled and that the labeling is sufficient and accurate.
  - Monitor laboratory test forms to ensure that they are filled out completely and properly, if necessary, signed by the proper healthcare provider.
- Check desktop on Logician frequently for orders sent by healthcare providers for specific labs
  - Perform any of those labs that are in-house according to training and instruction.
  - Package specimens with their corresponding laboratory form and make sure they are stored properly.
  - Log all laboratory tests that are run both in Logician and on paper.
  - Run control tests on all designated laboratory tests once each day according to instructions.
- Clean and stock laboratory area and patient rooms.
- Maintain and sterilize all laboratory equipment.
- Assist with patient care as designated by the clinic coordinators and providers.
- Be prepared during down time to perform tasks such as disposal of expired medications, restocking and various other jobs.
- Hold complete responsibility for your assigned shift. If you cannot make it find someone to cover. If you are canceling the day of your shift call the call-in line at 503-535-3911, an mail [ca@outsidein.org](mailto:ca@outsidein.org).

## QUALIFICATIONS

- Due to these many responsibilities, you need to be prepared to handle extra stress when the clinic is busy.
- Excellent communication skills
- Able to handle multiple tasks and crisis situations
- Must be a fast learner, and be able to stay calm in difficult situations
- Able to work with people from diverse ethnic, cultural, socioeconomic and sexual preference backgrounds
- Must be comfortable and compassionate with people from diverse backgrounds who may be drug affected, emotionally charged, and have a challenging presence
- Able to work both independently and as a member of a team
- Must pass background check

## REQUIRED TRAININGS

- Complete computerized HIPAA training **prior to starting**
- New Worker Orientation
- Blood Borne Pathogens training

**RECOMMENDED  
TRAININGS**

- De-Escalation Training
- CPR/First Aid - **minimal fee**