



## Department: **CLINIC**

### **JOB TITLE**

**Project Erase Clinic Assistant**

### **VOLUNTEER DEPT. CONTACT PERSON**

**Lauren Chandler**

**(503) 535-3840**

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### **COMMITMENT**

Hours Vary - on call - as clinics are scheduled

### **PURPOSE**

Assist physicians with tattoo removal procedures

### **PROGRAM**

**Tattoo Removal Program “Project Erase”**

### **DUTIES**

- Maintain an environment conducive to patient comfort and confidentiality
- Assist clinic staff and healthcare providers with clinical and administrative tasks
- Room patients
- Photograph patients’ tattoos
- Clean and prepare tattoos before treatment
- Cover each area with plastic wrap before treatment
- Assist the physician during laser treatment as directed
- Bandage each patient after treatment and explain aftercare instructions and cancellation policies
- Check files for patient and provider signatures and previous visit information
- Clean and stock treatment areas and bandage cart
- Hold complete responsibility for your assigned shift. If you cannot make your shift, give at least one day of notice. If you are canceling the day of your shift call the call-in line at 503-535-3911, and e-mail [ca@outsidein.org](mailto:ca@outsidein.org).

### **QUALIFICATIONS**

- Excellent communication skills
- Calm demeanor
- 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**