



# The Free Medical Clinic of Greater Cleveland

12201 Euclid Avenue ♦ Cleveland, Ohio 44106-4399 ♦ PHONE: (216) 721-4010 ♦ FAX: (216) 707-3530 ♦ [www.thefreeclinic.org](http://www.thefreeclinic.org)

## Volunteer Opportunities

*\* Professional Certification/Licensure required*

*The mission of The Free Clinic is to provide quality health care and related services free of charge to those who lack appropriate alternatives, and to advocate for policy changes to make health care available to all.*

### MEDICAL

**Practitioner\***: Physicians, Nurse Practitioners, and Physician Assistants provide primary and acute care, as well as chronic disease management, to patients from all walks of life. Current and unrestricted State of Ohio medical license req'd.

**Students (Med, NP, PA, MA, etc) and Residents**: Acquire a variety of skills and the ability to perform a host of medical clinic tasks and responsibilities relative to one's area of study. Must arrange formal clinical rotation with your institution's placement coordinator.

**Registered Nurse\***: Serve as a Patient Advocate to promote health literacy and improved communication between patients and clinical staff. Conduct pre-initial visits for new chronic care patients. Manage clinic flow, provide patient education and discharge planning, schedule and conduct nurse visits (refills, BP checks, education). Current and unrestricted nursing license req'd.

**Intake Worker**: Assist with patient registration – perform intake, obtain vital signs, interview patients, prepare charts.

**Pharmacy Assistant**: Sort and log medications and assist in preparing prescriptions under the direction of a licensed practitioner; maintain records, process Patient Assistance Program paperwork.

**CHAP Specialist**: Enroll patients in the CHAP program, which helps them obtain specialty care through referrals from our medical providers. Pull patient charts, work with patient one-on-one for enrollment, schedule appointments, follow up with patients, and track data.

### DENTAL

**Dentist\***: Mentor and guide 3<sup>rd</sup> and 4<sup>th</sup> year Case Dental School students in providing a range of restorative and extraction dental services. Supervision includes teaching, approving treatment plans, and co-signing charts. Occasionally provide direct care in the absence of students. Current and unrestricted State of Ohio licensure req'd.

**Dental Hygienist\***: Provide dental hygiene and oral health education to clients during the daytime restorative care clinic. Current and unrestricted State of Ohio licensure req'd.

**Dental Assistant\***: Assist dentists chair side, sterilize equipment, aide in various departmental functions to assist with patient care. Current and unrestricted State of Ohio licensure req'd.

**Dental Student**: Provide dental care during evening extraction clinic or daytime restorative clinic. Must be a student in good standing in the Case Western Reserve University School of Dental Medicine.

**Dental Aide**: Assist with various administrative functions, including scheduling, answering phones, and clinical chair side assistance.

### HIV SERVICES

**HIV Intervention Specialist**: Provide pre-test counseling and education to individuals seeking walk-in HIV testing. Administer the oral swab or rapid tests. Deliver test results and provide appropriate post-test counseling and referrals.

**Syringe Exchange Program Worker**: Participate in a unique harm-reduction program that sends a van to two community sites to provide injection drug users with clean supplies and education to slow the spread of blood borne disease and promote access to social and medical services. Assist with patient registration, distributing safe kits, and health education.

**Community Outreach Educator**: Assist in planning and facilitating HIV & STD prevention workshops for outside organizations. Represent The Free Clinic at community health fairs to distribute health related pamphlets and contraceptives.



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## **BEHAVIORAL HEALTH**

**Counselor\***: Psychologists, social workers, counselors, marital and family therapists, or psychiatric nurses provide therapy for individuals, families, and/or groups with mild to moderate mental health concerns. Supervision provided. Current and unrestricted professional licensure req'd.

**Clinical Supervisor\***: Supervise mental health counselors and students. Current and unrestricted professional licensure req'd.

**Psychiatrist\***: Evaluate clients; prescribe and monitor medication. Current and unrestricted professional licensure req'd.

**Psychiatry Resident\***: Evaluate clients; prescribe and monitor medication. Must be enrolled in an accredited training program.

**Psychiatric Supervisor\***: Supervise psychiatry residents. Current and unrestricted professional licensure req'd.

**Patient Assistance Program Ambassador**: Work one-on-one with patients to complete required paperwork to receive free medications. Assist with medication count in pharmacy. Run forms and prescriptions; facilitate enrollment in Patient Assistance Programs.

**Social Service Intake Worker**: Work one-on-one with patients to enhance their holistic well-being by identifying community resources for broader psychosocial needs, including public benefits, housing, energy assistance, food, and education.

**Student Intern**: Provide direct counseling services to clients assigned by The Free Clinic. Facilitate group and individual counseling; provide referral and case management services, as necessary. Must be a student training at the Master's or Doctoral level in social work, counseling, psychology, marital and family therapy or psychiatric nursing in an accredited program.

**Clerical Aide**: Assist with the smooth operation of psychiatry clinic with outcomes data entry, filing, patient phone calls, transporting medical records, etc. Aide clinicians in ensuring administrative tasks are completed.

## **ADMINISTRATION**

**Advocacy**: Assist with "story-banking" to document patients' personal challenges with health care and the economy. Identify pertinent policy and advocacy related events in the news to disseminate to patients and supporters. Aide The Free Clinic in fortifying relationships with local legislators and media outlets for expanded external affairs impact.

**External Affairs Support**: Assemble info packets and assist with data entry and other clerical tasks. Staff the clinic's table at community fairs. Assist with marketing, PR, and event preparation. Serve as Speakers Bureau representative. Assist in volunteer program administration, including recruitment, promotional design, and recognition activities.

**Patient Appointment Advocate**: Assist with patient reminder phone calls, scheduling, and medical records maintenance.

**Administrative/Clerical Support**: Assist with data entry, filing, mass mailings, medical records maintenance, patient reminder phone calls, scheduling, and assisting the various departmental coordinators.

**Client Service Representative**: Direct incoming calls, schedule and cancel appointments; handle patient satisfaction and quality control efforts; assist clients in an efficient, respectful, and confidential manner. Computer skills and strong interpersonal skills required.

**Associate Board**: Join a group of young professionals dedicated to event planning to raise awareness and funds for The Free Clinic.

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**Contact the volunteer office for additional information:**

**Donna Korn · (216) 707-3438 · [dkorn@thefreeclinic.org](mailto:dkorn@thefreeclinic.org) / Barbra Lewis · (216) 707-3451 · [blewis@thefreeclinic.org](mailto:blewis@thefreeclinic.org)**

**Applications are available at The Free Clinic or [www.thefreeclinic.org](http://www.thefreeclinic.org) under "Volunteer With Us."  
Volunteers keep the "FREE" in The Free Clinic. Thanks for your interest in joining our team!**