



THE FREE CLINICS
841 Case Street, Hendersonville, NC 28792
P: 828-697-8422 ❖ Fax: 828-697-8453
www.thefreeclinics.org

VOLUNTEER APPLICATION

Volunteer # _____
(Assigned by TFC)

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (Home) _____ (Cell) _____ (Work) _____

E-mail address: _____

Employer: _____ May we contact you at work? Yes No

I would prefer to be contacted by: Phone _____ e-mail _____

Are you bilingual (Spanish)? Yes No

Emergency Contact _____ Phone _____ Relationship _____
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Please list two professional references: (*Note: References cannot be close family members*)

1. Name: _____

Address: _____

Phone: (Preferred) _____ (Alternate) _____

Relationship: _____

2. Name: _____

Address: _____

Phone: (Preferred) _____ (Alternate) _____

Relationship: _____

Have you ever been convicted of a crime other than a traffic violation? _____

If yes, please explain

Volunteer Positions at The Free Clinics (job descriptions on page 3)

Please indicate which position(s) you are interested in:

- | | | |
|---|---|--|
| <input type="checkbox"/> Bicycle Courier/Mechanic | <input type="checkbox"/> Gardener | <input type="checkbox"/> Photographer |
| <input type="checkbox"/> Clerical Support | <input type="checkbox"/> HealthWays Rep. | <input type="checkbox"/> Prescription Assistance |
| <input type="checkbox"/> Eligibility & Intake | <input type="checkbox"/> Mail Outs | <input type="checkbox"/> Spanish Interpreter |
| <input type="checkbox"/> Food Courier/Driver | <input type="checkbox"/> Maintenance | <input type="checkbox"/> Special Committees |
| <input type="checkbox"/> Front Desk/Reception | <input type="checkbox"/> Pharmacy Assistant | <input type="checkbox"/> Special Events (day of) |
| | | <input type="checkbox"/> (Other) _____ |

The Free Clinics has open office hours on Monday, Wednesday, Thursday, and Friday from 9:00am – 5:00pm, and Tuesday from 11:30am – 7:30pm, as well as 1st and 3rd Monday night clinics until about 8:30pm.

I am available and interested in volunteering during the following times:

(you will not be scheduled for all times you list available)

Monday between (time) _____ and (time) _____

Tuesday between (time) _____ and (time) _____

Wednesday between (time) _____ and (time) _____

Thursday between (time) _____ and (time) _____

Friday between (time) _____ and (time) _____

Saturday/Sunday (gardening, special events) _____

I would be interested in volunteering

_____ Daily _____ Weekly _____ Monthly _____ Other

Q: How did you hear about THE FREE CLINICS?

Q: Have you ever volunteered for another nonprofit organization? If yes, where and for how long?

I certify that the statements made on this application are true and accurate to the best of my knowledge. I understand that by submitting this application I authorize The Free Clinics to inquire about my employment, character and public records for the purpose of being a volunteer at The Free Clinics.

Volunteer Signature _____ Date _____

The Free Clinics will collect personal information only as required by law or policy and will manage all such information maintaining the highest standards of confidentiality, accuracy, safety, integrity and reliability. It is the policy of The Free Clinics that such private information will not be revealed without the express written permission of the volunteer.



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VOLUNTEER OPPORTUNITIES

CLINICAL (Professional qualifications required)

- **Physician** - Family Practice, Internal Medicine, or Psychiatric.
- **Family Nurse Practitioner** - Heads Diabetic, Medical, or Psychiatric clinics.
- **Psychiatric Nurse** – Performs psychiatric assessments at weekly clinic.
- **Nurse/LPN/MA/EMT** – Works with medical patients at weekly medical clinics, also assists with medications at Psychiatric clinic.
- **Pharmacist** – Oversees pharmacy operations

NON-CLINICAL

- **Front Desk Assistant** – Greets clients/visitors, directs them to appropriate person, answers phones, and takes messages. Coverage needs range daily Monday-Friday; morning coverage needed immediately (9am-1pm).
- **Eligibility & Intake** - Determine eligibility of patients by obtaining certain information and documents. One on one patient interviews to help walk them through the eligibility process. Must be comfortable with computer data entry. Bilingual especially requested!
- **Day-time and evening Medical Spanish Interpreter** - Liaisons with Spanish speaking clients during the work day and during evening clinics.
- **Courier** – Picks up food from donating restaurants and delivers food to evening clinics.
- **Special Project Volunteers** - Works on specific short term and long term projects.
 - **Committees** - Marketing & Communications, Special Events
 - **Photographer** - for events and programs
 - **Mailings** – assists with bulk mail projects, including folding, stuffing envelopes, and stamping
 - **Bikes4Life Courier or Mechanic** – transport bikes to and from bicycle repair shop, or skilled bicycle mechanic to assist in refurbishment & repair of donated used bikes
 - **Community Garden** – helps with various tasks in the garden, including weeding, planting, watering, spreading mulch, harvesting, etc.
 - **Special Events (Day Of)**– Donor Appreciation (March), Salon (April), Polk Garden Party (May), Putt-Putt Golf Tourne (June), Sunset Dining (July), The Plunge (August/ Sept.)
 - **Maintenance** – skilled help with building/maintenance needs
- **Patient Health Advocate Clerical Assistant** – Assist PHA with data entry, filing, etc.
- **HealthWays** - Assist in small group meetings about healthy behavior changes, record health data for participants, be a community health recruiter/representative.
- **Prescription Assistance Program (PAP/Medi-Find)** – Computer-savvy compassionate volunteers to assist patients in obtaining their medications from pharmaceutical companies.
- **Pharmacy Assistant (Clerks & Technicians)** - Assist pharmacist on processes for delivering prescription medications to patients. Daytime hours MWThF, some evening hours Tuesday.

Please contact our **Community Relations Assistant, Sarah Friedell at 828-697-8422** or at volunteer@thefreeclinics.org for more information about how **YOU** can help your neighbors in need by volunteering at **The Free Clinics**. We look forward to working with you to help make quality healthcare accessible in Henderson and Polk Counties.