THE FREE CLINICS

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

VOLUNTEER APPLICATION

Volunteer # _____ **Date: _____**
(Assigned by TFC)

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 _____

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:

___ Bicycle Courier/Mechanic
___ Clerical Support
___ Eligibility & Intake
___ Food Courier/Driver
___ Front Desk/Reception
___ Gardener
___ Mail Outs
___ Maintenance
___ Pharmacy Assistant
___ Photographer
___ Prescription Assistance
___ Spanish Interpreter
___ Special Committees
___ Special Events (day of)
___ (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 Monday night clinics until 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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CLINICAL (Professional qualifications required)

- **Physician -** Family Practice, Internal Medicine
- **Psychiatrist** (*HIGH NEED*).
- **Family Nurse Practitioner** - Heads Diabetic, Medical, or Psychiatric clinics.
- **Counselor/Behavioral Health Specialist** – Performs counseling sessions at TFC or own office, flexible schedule (*HIGH NEED)*.
- **Psychiatric Nurse –** Performs psychiatric assessments at bi-monthly 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 during open hours.
- **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 helpful!
- **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*)**– Salon (April), Sunset Dining (July), The Plunge (August)
    - **Maintenance** – skilled help with building/maintenance needs
- **Spanish Interpreter –** Skill evaluation required. Interpret between Spanish-speaking clients and clinical staff during Tuesday evening medical clinics or Monday evening diabetes clinics.
- **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 MWF, some evening hours Tuesday.

Please contact our **Community Relations Coordinator, Sarah Friedell at 828-697-8422 ext.131** 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.