



THE FREE CLINICS

841 Case Street, Hendersonville, NC 28792

60 Walker St. Ste I, Columbus, NC 28722

P: 828-697-8422 ❖ Fax: 828-697-8453

thefreeclinics.org | facebook.com/thefreeclinics

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 _____

Please list two professional references: (*Note: cannot be close family members*)

1. Name: _____

Address: _____

Phone (preferred): _____ (Email or alt phone) _____

Relationship: _____

2. Name: _____

Address: _____

Phone (preferred): _____ (Email or alt phone) _____

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"/> Prescription Assistance |
| <input type="checkbox"/> Clerical Support | <input type="checkbox"/> Mail Outs | <input type="checkbox"/> Spanish Interpreter |
| <input type="checkbox"/> Eligibility & Intake | <input type="checkbox"/> Maintenance (elec/plumb) | <input type="checkbox"/> Special Committees |
| <input type="checkbox"/> Food Courier/Driver | <input type="checkbox"/> Pharmacy Assistant | <input type="checkbox"/> Special Events (day of) |
| <input type="checkbox"/> Front Desk/Reception | <input type="checkbox"/> Photographer | <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 evening clinics until ~8:00pm. Gardening and special events volunteering can often be done on weekends.

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 (Active licensure required)

- **Physician/FNP/PA** - Family Practice, Internal Medicine; provides medical assessments & prescriptions at Tuesday night clinics
- **Psychiatrist** – provide clinical psychiatric assessments & prescriptions at Tuesday night clinics
- **Counselor/Behavioral Health Specialist** – Active license required. Performs counseling sessions at TFC or own office, flexible hours (*HIGH NEED*)
- **Nurse/LPN/MA/EMT** – Works with medical patients at weekly medical clinics, also assists with medications at Psychiatric clinic.
- **Nutritionist/RD/CDE** – Thursday afternoon group dietary education & 1-on-1 counseling
- **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. Position available in both Hendersonville and Columbus offices.
- **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. Position available in both Hendersonville and Columbus offices. *Bilingual especially helpful!*
- **Courier** – Picks up food from donating restaurants and delivers to evening clinics.
- **Special Project Volunteers** - Works on specific short term and long term projects.
 - **Committees** – Marketing & communications, fundraiser events, clinical services, finance, etc.
 - **Photographer** - for events and programs
 - **Mailings** – assist with bulk mail projects (folding/stuffing/labeling/stamping)
 - **Bicycle 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. Early spring through late fall.
 - **Special Events (Day Of)**– assist with fundraiser event activities
 - **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 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.

If you have a skill to offer that is not listed here, or if you have any questions, 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.