



VOLUNTEER POSITION DESCRIPTION

PROGRAM: Outpatient Clinic

POSITION REPORTS TO: Program's Volunteer Supervisor

DESCRIPTION DONE BY: Director of Volunteer & Intern Services

POSITION TITLE: Outpatient Clinic Volunteer

We offer a comprehensive range of mental health and behavioral health care services including intensive substance abuse services; evaluations for individual and families in the areas of parenting, substance abuse, and trauma; psychopharmacological evaluation & management as well as psychological testing. Services are also provided in the home and/or at school.

The clinic is a very busy environment. The information that the department handles on a daily basis is personal and private. Confidentiality is a must in this department, and is taken very seriously.

QUALIFICATIONS (Education and Experience)

- There are no formal education requirements for volunteers.
- Office and business skills a must.
- Microsoft office skills are very helpful, but not required.
- Ability to be pro-active and reliable.
- Ability to bend and move with ease.
- Ability to promote a caring and respectful attitude toward service recipients, staff and other volunteers, respecting privacy and confidentiality.

JRI seeks to find the best volunteer for an available position. The agency does not discriminate with regard to gender, marital status, pregnancy, sex, color, race, age, national origin, ancestry, religion, or creed, physical or mental disability, sexual orientation, gender identity/expression, genetics, military or Veteran's status, political beliefs or other protected status.

PRINCIPLE ACCOUNTABILITIES

General Duties and Responsibilities:

- Dress appropriately and be punctual.
- Notify your supervisor if you are unable to keep your schedule.
- Keep a record of your service hours on the posted form in the clinic.
- Sensitivity to service recipients' ethnic, cultural and economic backgrounds, as well as physical or mental challenges.

- Follow the agency's Confidentiality Policy.

Specific Responsibilities:

You can choose to participate in a variety of activities, including:

- Filing, faxing, tracking information (if applicable)
- Photocopying, organizing, assembling packets (if applicable)
- Shredding paper files as needed (if applicable)

OTHER RELATED RESPONSIBILITIES

All long-term volunteers (performing a total of more than 20 hours of service) at JRI complete an intake and orientation that includes Criminal Offender Record Information (CORI) clearance, reference check, Occupational Safety and Health Administration (OSHA) training, tuberculosis screening, information on JRI's mission, as well as our Outpatient Clinics' place in that mission, including its philosophy, goals and general policies. The OSHA training and tuberculosis screening is repeated annually.

Volunteers are encouraged to attend additional training, including First Aid and CPR, This training is our gift to you.

WORKING CONDITIONS:

Volunteers will work at our Outpatient Clinic located at:
140 Park Street, Attleboro, MA 02703

AGENCY SUMMARY:

Justice Resource Institute is a non-profit 501(c)(3) human services agency. JRI is dedicated to addressing the most confounding challenges of both the human services and educational systems and the persons and families these systems were created to serve. JRI pursues the social justice inherent in opening doors to opportunity and independence. Although our range of services is as varied as those we serve, our approach is uniformly characterized by compassionate support, innovation, and community leadership. We work in partnership with individuals, families, communities and government to address their shared challenges in a comprehensive, coordinated, systematic, and effective manner. JRI seeks new knowledge and improved evidence-based practice, in research and in the field, in order to inform our continuous search for excellence in service.

Contact:

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