

Volunteer Position:

Clackamas Receptionist (Thursdays)

SUMMARY

Supervising staff person:	Matthew Grover
Department:	Prevention & Health Services
Number of volunteers sought:	2
May a CAP client fill this role?	Yes
Volunteer Orientation required?	Yes

POSITION DETAILS

- Assist staff during HIV testing at the Sunnyside clinic in Clackamas
- Welcome all clients, confirm they want HIV testing services
- Ask clients to complete in-take form, ensure it is signed and fully completed
- Provide patient privacy statement and HIV test info
- Assign a letter to each client and record on in-take form
- Collect any donations
- Thursdays from 6:30 – 9:00pm, 1 or more shifts per month
- Minimum time commitment of six months

PREFERRED QUALIFICATIONS

- Able to handle confidential info in a professional, discrete manner
- Bilingual in Spanish and English
- Sex-positive, LGBTQ+ affirming, Non-judgmental manner
- Knowledge of PrEP, PEP, other HIV Prevention strategies

CONTACT

Nicole Boyer
Volunteer Resources Coordinator

nboyer@cascadeaids.org
503.278.3813

