



Northeast Valley Health Corporation

a californiahealth⁺ center

Interested in volunteering at NEVHC?

Visit www.nevhc.org

Download and complete the

Volunteer Application

Submit by fax or scan & e-mail to:

(818)898-3425

volunteers@nevhc.org

Northeast Valley Health Corporation is one of the nation's largest community health centers. We are a nonprofit health care, focused on preventing and/or alleviating health problems. Regardless of one's ability to pay, provide medical care for families, i.e. men, women, and children, children, persons with disabilities, older adults, person living with HIV/AIDS, and the homeless. We also Administer the Women, Infants, and Children (WIC) Supplemental Nutrition Program for the San Fernando and Santa Clarita Valleys.



Health Center Volunteer

[Non-Clinical]

This position is responsible for greeting patients, participants, clients and visitors (customers) when they arrive to Health Centers. This position will provide information about NEVHC clinic and supply information on community resources. May assist customers in filling out office business forms. Provide reading sessions to children, while in the waiting area.

Public Health

Will assist in the development and implementation of patient education programs both within the clinic and in the community at large. In addition, functions will vary depending on ongoing programs, grants and projects.

School-Based Clinic

[Available Hours: Mondays, Tuesdays, Thursdays & Fridays from 8am to 5pm]

Provides a variety of skilled office functions including maintaining appointment calendars, data entry, maintains databases, compiles reports, edits correspondence and maintains office organization.

Assist with outreach projects as needed.

DUI File Clerk

[Available Hours: Tuesdays to Fridays

11:30am to 6:30pm & Saturdays 8am to 2pm]

Will pull the nightly group roster documentation and file to the appropriate client confidential file. The DUI File Clerk Volunteer will file the appropriate documentation to the client files as instructed by the administrative staff.

Data Entry Clerk

[Available Hours: Mondays to Fridays from 9am to 5pm]

The Data Entry Volunteer Clerk is an entry level position which inputs data into the CHOI System, and follow-up with patients in regards to their insurance eligibility.

Public Relations & Communications

[Available Hours: Mondays to Fridays 9am to 5pm]

Will assist in the development and implementation of a variety of communication and outreach materials and strategies to increase the awareness and recognition of NEVHC by the general community as well as specific target groups (media and prospective donors).

Human Resources

[Available Hours: Mondays to Fridays from 9am to 5pm]

Provides assistance with a variety of clerical functions including maintaining applicant tracking, data entry, filing, scheduling applicants for testing/interviews, conducting outreach for the Volunteer Program and with special HR projects as needed.

Requirements:

*Must be at least **18 years or older**.

*High school diploma/GED equivalency is desirable.

*Able to communicate with people in a friendly manner.

*Possess a patient & positive attitude.

*Bilingual Skills (English/Spanish) is desirable.

***Minimum requirement of 100 service hours within a 6-month period.**



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Steps to becoming a Volunteer:

Volunteer Application
Interview/Testing
HireRight Background Report
Live Scan Background Report
Health Clearance
HR Orientation +Trainings

- **Volunteer Application** must be completed and submitted to the Human Resources Department. Please review our Volunteer Opportunities available on www.nevhc.org, please download the Volunteer application online.
- **Interview and Testing** If your application is accepted, you will be contacted by the Human Resources Department to schedule an interview with Cynthia Rincan, HR Assistant or Rita Sepanian, Employee Relations and Engagement Manager. If you are accepted as a volunteer, you are required to undergo a background check and complete a health clearance.
- **Background Check, Live Scan and Health Clearance** If electing to volunteer at a School-Based or at Sun Valley Health Center site, volunteers will be required to pay \$22.00 for a Live Scan Background Check through CSUN. Human Resources will reimburse volunteers for this service, upon proof of payment. Once Human Resources has received the results of the Background Check and Health Clearance, the volunteer will be notified of the same.
- **H.R. Orientation** Before a volunteer is placed for service; he or she will be required to schedule an appointment to complete mandatory trainings by Self-Study at our Corporate Office.

You may at any time during the process contact:

CYNTHIA RINCAN
Human Resources Assistant
Human Resources Department

(818)898-1388 ext. # 42008
volunteers@nevhc.org