



Northeast Valley Health Corporation

a california *health+* center

13803 Foothill Blvd.
Sylmar, CA 91342

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nevhc.org

Interested in Volunteering?



Explore the opportunities available and visit nevhc.org/volunteer to submit a volunteer application.

Northeast Valley Health Corporation (NEVHC) is one of the nation's largest community health centers with 14 health care sites in the San Fernando and Santa Clarita valleys. NEVHC's mission is to provide quality, safe and comprehensive primary health care to medically underserved residents of Los Angeles County in a manner that is sensitive to the economic, cultural and linguistic needs of the community.

Health Center Volunteer

(Available Hours: Mon-Fri 8:30 a.m.-5 p.m.)

Volunteer greets patients, clients and visitors at the health centers. Volunteer provides information about health centers and community resources. Volunteer may assist customers with business forms and may have to provide reading sessions to children in the waiting area.

Public Health Volunteer

(Available Hours: Mon-Fri 8:30 a.m.-5 p.m.)

Volunteer assists in developing and implementing patient education programs for the health centers and the community. Additional functions will vary depending on ongoing programs, grants and projects.

School-Based Clinic Volunteer

(Available Hours: Mon, Tue, Thur & Fri 8 a.m. – 5 p.m.)

Volunteer performs skilled office functions which include, but are not limited to, maintaining appointment calendar, databases, compiling reports, editing correspondence, maintaining office organization and assisting with outreach events.

Public Relations Volunteer

(Available Hours: Mon-Fri 9 a.m. – 5 p.m.)

Volunteer assists in developing and implementing communications strategies and outreach materials that raise public awareness about NEVHC with specific audiences which include media, elected officials, patients and the local community.

Human Resources Volunteer

(Available Mon-Fri 9 a.m. – 5 p.m.)

Volunteer performs clerical functions which include, but are not limited to, data entry, filing, scheduling volunteer applicants for testing, interviews and conducting outreach for the volunteer program.

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 6 months)

For more information, please contact:

e: volunteers@nevhc.org | o: (818) 898-1388 x42028

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