



Volunteer Screener Job Description

OUR MISSION: To convey the love of Jesus Christ by improving quality of life for those who are economically disadvantaged and without health insurance in Canyon County by providing free medical services and medication.

SUPERVISOR: Clinic Administrator

REQUIREMENTS:

- *Attention to detail and good communication skills as needed.
- *Sound understanding of and commitment to Canyon Clinic's mission and philosophy.
- *Strong interpersonal skills and ability to interface with people at all levels.
- *Attendance at an orientation session prior to working in the Clinic.
- *Screeners must be 21 years of age or older.

RESPONSIBILITIES:

- ✓ Gather demographic information
- ✓ Check and make a copy of the patient's ID
- ✓ Gather proof of income (POI)
- ✓ Get consent forms signed
- ✓ Raise questions to the Clinic Administrator before the patient is seen

New patients: Interview each new patient and complete the *Patient Registration* forms.

Returning patients: All patients must be re-screened semi-annually to update *Patient Registration* forms.

Be available for other Clinic-related, non-medical jobs during Clinic session.