



bringing hope and health to our community

## Job Description

### PROJECT ACCESS

**Purpose:** This position is to help SFMC patients fill out the appropriate forms to receive assistance in obtaining additional medical services from volunteer physicians/hospitals/clinics and other ancillary services.

**Responsible To:** Project Access Program Director (or Clinic Coordinator in absence of Project Access Director)

**Time Commitment:** A minimum of 4 ½ hours at each clinic you volunteer for. Morning clinic must be able to arrive not later than 8:30 am and afternoon clinic arrival not later than 12 pm.

**Licenses/Certifications or Skills:** No Licenses required.

**Special Considerations:** Must be 18 years of age or older. If volunteer schedule allows, Project Access would like volunteer to come to their office during the week at least once for training time outside the clinic time.

#### Responsibilities:

- A person in this position doesn't have to be a Christ follower, but must adhere to the philosophy of the clinic that our goal is to bring those around us to a personal relationship in the Christ of hope.
- Help patients fill out our program application.
- Answer questions regarding the Project Access program & how it works.
- Take down any questions that the volunteer can't answer for the patient & get it to the Project Access employee so the patient can be contacted the week following clinic.