



## Volunteer Screener Job Description

### LOCATIONS:

<p><b>Norwalk</b> 98 South Main Street Norwalk, CT 06854</p> <p>Director: Barbara McCabe, APRN Tel: 203 899 2494</p>	<p><b>Bridgeport</b> 115 Highland Ave Bridgeport, CT 06604</p> <p>Director: Cathy Sheehan, RN Tel: 203 333 9175</p>	<p><b>Danbury</b> 198 Main Street Danbury, CT 06810</p> <p>Director: Dina Valenti, RN Tel: 203 748 6188</p>
----------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------

**MISSION:** The mission of AmeriCares Free Clinics (AFC) is to provide quality health care to uninsured residents in a setting where all individuals are treated with dignity and respect. The intention of AFC is to help those who help themselves and their families, but do not have financial resources for medical care.

**SUPERVISOR:** Clinic Director

**REQUIREMENTS:**

- \* Attention to detail and good communication skills needed.
- \* Bilingual preferred.
- \* Sound understanding of and commitment to AFC 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:** The primary duties of the screener are to:

- Get the chart ready for the first visit with the provider
- 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 Director before the patient is seen
- Filing patient charts

New patients: Interview each new patient and complete the *Patient Intake* form.

Returning patients: All patients must be re-screened annually to update *Patient Intake* data.

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