

**Certified Nursing Assistant/Emergency Medical Technician**

**Volunteer Position Description**

**CrossOver Healthcare Ministry**

The mission of CrossOver is to provide high quality healthcare, promote wellness, and connect community talents and resources with people in need in the name of Jesus Christ. CrossOver is a 501(c)(3) non-profit organization that offers comprehensive healthcare services to the uninsured and medically underserved in our community, including: primary care, specialty care, pediatrics, dental, eye care, mental health counseling, HIV/AIDS care, OB-GYN, medications and medications management, and case management.

**Responsibilities:** A trained and certified CNA or EMT can perform the following and more:

* **Patient Intake** – vital signs, patient history, prepare patient for exam
* **Clinical Skills (testing)** – urinalysis, pregnancy test, finger-stick tests
* **Clinical Skills (treatment)** – assisting OB/GYN visits, simple wound care
* **Phlebotomy** – use of butterfly vacutainer, specimen preservation, proper documentation of procedure
* **Safety and Restocking** – safe and proper disposal, disinfect exam rooms, CPR/AED certified, HIPAA and OSHA training, restock rooms as needed

**Qualifications**

* Must hold an active Virginia certification through the Virginia Department of Health
* Comfortable using computers and willing to learn how to use the Electronic Health Record system, eClinicalWorks
* Must be at least 18 years of age
* Ability to take initiative and be proactive
* Flexible and able to adapt to change
* Strong communication skills
* Ability to work independently in a fast paced environment
* Ability to maintain confidential information

**Volunteer Expectations**

* Adherence to CrossOver policies and workplace regulations
* Understand and contribute toward the mission of CrossOver Healthcare Ministry
* Volunteers are expected to arrive on time for their scheduled shifts and to notify their supervisor if they will be late or unable to attend their shift. 3 no-shows will result in dismissal from the volunteer program.

**Time Commitment**

A minimum of one, 4-hour shift per week of volunteer service is required for this position. Shifts are 4 hours each. A minimum of six months of volunteer service is required. This assignment is ongoing.

**Volunteer Schedule**

Volunteer work hours will be determined by supervisor based on current clinic needs and the volunteer’s availability. The volunteer hours will fall within the below clinic schedules (please note, our clinics close at 12pm on Fridays; there are no Friday afternoon shifts available):

|  |  |
| --- | --- |
| **Henrico Clinic***8600 Quioccasin Rd. Richmond, VA 23229* | **Richmond Clinic***108 Cowardin Ave. Richmond, VA 23224* |
| Morning | 8:15am-12:30pm | Morning | 8:15am-12:30pm |
| Afternoon | 12:45-5pm | Afternoon | 12:45-5pm |
| Evening (M&Tu) | 5-8pm | Evening | *None at this time* |

**Work Environment**

* Work is performed mostly standing for four-hour shifts
* You will be working alongside employed and volunteer nurses, CMA’s, CNA’s, and EMT’s

**Orientation & Training**

* Volunteer Orientation – Before training, the volunteer must attend the one-hour Volunteer Orientation given by the Volunteer Manager.
* Safety Protocol & Compliance Training – Every volunteer is required to complete compliance trainings within the first 30 days of their volunteer service. Trainings are housed on the Litmos learning management system. The volunteer will be given access to the trainings by the Volunteer Manager upon onboarding.
* Clinical training – The volunteer will have a minimum of three orientation shifts (four hours each) with an approved nurse-orienter to review and complete the Nurse Competency Checklist. The first shift will be a four-hour training session with the Nurse Manager, including review of Electronic Health Records (EHR).

**Supervision & Support**

The supervisor for this volunteer position is the Nursing Coordinator each respective clinic location. Support for this position is provided by the Nurse Manager.

**Benefits**

* Opportunity to enhance skills and learn new skills
* Opportunity to contribute toward the mission of CrossOver Healthcare Ministry and give back to the community
* Volunteer appreciation events
* References for employment or academic purposes, dependent on satisfactory performance
* Flexible scheduling – we schedule around our volunteer’s schedule. We have some nurses who volunteer once a month, and some once a week. Some are retired, and some work full time. We can work with you!
* Speakers and networking – we have a bi-monthly nurses council meeting where nurses can hear from speakers from the community about a topic in nursing, and network with one another
* Access to training library – volunteers have access to a library of professional development training through our learning management system
* CPR Training – In-house CPR certification training

**Discontinuation**

We strongly request that you notify your supervisor and the Volunteer Manager a minimum of two weeks in advance of the time you plan to discontinue volunteering so the schedule can be adjusted accordingly. We would also like your feedback on your volunteer experience to help best improve our volunteer program.

**Location**

Opportunities for this position are available at both clinic locations:

* Richmond clinic: 108 Cowardin Ave. Richmond, VA 23224
* Henrico clinic: 8600 Quioccasin Rd. Richmond, VA 23229

**How to apply:** Please complete a clinical volunteer application on our website <https://www.crossoverministry.org/volunteers/>.