

Volunteer Supervisor

Reports to: Medical Director

Schedule Requirement: Most of the responsibilities can be done remotely, therefore, it is at the supervisor's discretion to define the schedule that best allows one to complete these tasks. Occasionally, the supervisor may have to be present in-person or be available during some weekdays/evenings/clinic hours of operation to complete certain tasks and/or address unexpected urgencies and time sensitive issues.

Tasks include:

- Assist in recruiting volunteers and manage all onboarding processes:
 - o Define and document the "Onboarding" process.
 - o Oversee, process and approve all Providers & Translators/Interpreters onboarding applications.
- Providers, Other Healthcare Volunteers and Translators/Interpreters:
 - o Handle all inquiries/screening for new Healthcare Provider Volunteers and Translators/Interpreters.
 - o Update master volunteer spreadsheet with new volunteers.
 - o Review and process all applications, including verification of references. Additional details are provided in the Volunteer Onboarding Checklist.
 - o Query the
 - National Practitioners Databank
 - State of Vermont Professional License: Verify all licensed FAHC's volunteer medical doctors.
 - Office of Professional Regulation: Verify all licensed health care professionals, other than medical doctors, such as Nurses, Physical Therapists, Mental Health Counselors, Pharmacists, Social Workers and Certified Medical Assistants.
 - o Submit completed applications to Medical Director for approval.
 - o Work with Medical Director to plan with onboard training for Volunteer Orientation.
- Conduct onboard training class for the Volunteer Orientation and Policy Manual.
- Manage the "Administrative Volunteer Onboarding Coordinator."
- Review if clinic is meeting the needs of the community (i.e. does the clinic need additional types of providers?).