



OHSU Visitors and Volunteers Volunteer Position Description

Note: Volunteers must be able to perform the functions of the position with or without reasonable accommodations. All individuals with disabilities are encouraged to seek reasonable accommodation.

1. GENERAL POSITION INFORMATION:	
CLASSIFICATION/TITLE CEI Outreach Admin Volunteer	DEPARTMENT NAME/LOCATION Casey Eye Institute Community Outreach
VOLUNTEER NAME	VOLUNTEER SUPERVISOR Verian Wedeking, Program Director Dove Spector, Research Manager
MISSION GROUP Healthcare	
2. POSITION SUMMARY:	
<p>Background information about the program/department Entirely donor funded, the Casey Eye Institute Outreach Program is supported by volunteer doctors, students, and community members all committed to helping Casey's goal to eliminate preventable blindness in Oregon. The goal of the Casey Eye Institute Community Outreach Program is to foster a gateway between underserved members of the community and ophthalmological care. This activity is an example of OHSU's 2025 goals of improving access to high quality health care for all through innovative strategies.</p> <p>Summary of qualifications This position requires a minimum age of 18 years and is ideal for someone interested in ophthalmology, optometry and/or public health.</p> <p>Summary of interactions: Volunteers will have the opportunity to work with outreach and department administrative staff. At community events, volunteers will interact with targeted participants including low income, houseless Individuals, migrant workers, rural, diabetic, and elderly populations.</p> <p>Summary of duties:</p> <ul style="list-style-type: none">• Under the supervision of program staff, volunteers will provide support to the outreach, education and research activities by providing general administrative support.• Volunteers may provide administrative and/or clerical support at community-based vision screening and other outreach events hosted by partner agency locations ranging from the state's most remote corners to Portland's urban core. Services will focus on those with limited access to vision care.	



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3. KEY RESPONSIBILITIES:		
Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
Support outreach, education and research activities <ul style="list-style-type: none"> Assist with preparing pre-post clinic materials, Community Health Worker (CHW) training material and other program material (e.g. screening packets, training, public health and marketing materials) Assist with data entry, review of completed screening forms, file management and creating endnote files. Assist in outreach event planning, including assisting with logistics for trainings and service trips. Assist with marketing, communication, fundraising and other outreach activities in the community. Assist at community vision screening events with administrative and research clerical activities. 	100%	Yes
4. QUALIFICATIONS:		
As part of the qualifications requirement, the following Core Competencies are expected of all OHSU affiliates regardless of their position within the organization.		
Inclusion, Collaboration and Teamwork:	Every person matters. We benefit from the rich variety of ideas, skills and perspectives that emerge when we work together. Our collaboration fuels innovation, better solutions to complex problems, and a sense of community. Cultivating a climate of inclusion and respect enables us to partner with those who can help OHSU achieve its vision.	
Organizational Perspective:	We are all connected. Whether our role is caring for patients, inspiring students, advancing scientific knowledge, or supporting those endeavors, each person's work impacts another's. When we understand how our actions and decisions affect the whole, we can better align the needs of our workgroup with the best interests of OHSU. We have a common purpose that guides what we do and why.	
Performance Results:	We work hard to make great things happen. We hold ourselves and our colleagues to high standards of performance that are focused on results. We pursue excellence by giving and receiving feedback openly and directly. We continually seek to improve ourselves and our work by setting goals, measuring outcomes and developing our knowledge and skills. We exceed expectations in pursuit of our vision.	
Personal Effectiveness:	We are strong in character. As individuals, we value integrity and inspire trust. We meet obstacles with calm resolve, and can adapt quickly to change. We continue to move forward, even when the way is unclear. Each of us aspires to be our best self, accountable for the work we do and dedicated to the purpose of OHSU.	



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Qualifications	Required	Preferred
Education:	N/A	
Experience:	<ul style="list-style-type: none"> Has experience or knowledge with community service or organizing Experience working with diverse individuals 	<ul style="list-style-type: none"> Has experience volunteering in hospitals or clinics Previous experience in vision or healthcare environment
Job Related Knowledge, Skills and Abilities (Competencies):	<ul style="list-style-type: none"> Adherence to Professional Appearance Guidelines, including, but not limited to: natural nails no longer than ¼ inch, and no fragrances. Closed-toe shoes are required. Able to locate fire pull and extinguisher. Adherence to Healthcare Environment Policies and Procedures, including, but not limited to: Confidentiality, Fire, Chemical and Infection Control Policies. Demonstrate adherence to Volunteer Services Policies and Procedures as well as related OHSU policies. 	
Compliance:	<ul style="list-style-type: none"> Code of Conduct Respect in the workplace Applicable policies, procedures and agreements related to position, department or OHSU as a whole Clear criminal background check Completed Compass trainings as assigned by staff Medical Clearance New Volunteer Orientation OHSU ID Badge 	Not applicable
5. WORKING CONDITIONS:		
<ul style="list-style-type: none"> Volunteers may provide service up to 4 hours per week during normal business hours and/or during scheduled outreach events. This volunteer position will primarily provide support directly in the office environment; however, volunteers will be remote under COVID-19 pandemic conditions. Volunteer many also attend events held at community sites, including those at community centers, clinics, schools, parks and other locations, in which environments can vary greatly. 		



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6. PHYSICAL DEMANDS & EQUIPMENT USAGE:

Accommodations for any of the following may be requested:


- Physical demands are typical for an office environment including sitting, stooping/kneeling, reaching and handling, speaking, hearing, and seeing. The noise level in the working environment is usually quiet to moderate (once in office).
- Equipment and other office supplies include the use of a computer, telephone, and other applications such as REDCap, Canva, Adobe Acrobat, Microsoft Suite, and OneDrive.

7. TRAINING

- Complete all required healthcare volunteer environment compliances
- Volunteers will be provided with training and ongoing supervision by outreach program and department staff.
- Additional trainings will be completed and documented in Compass, or other resources available through the CWEC (e.g., LinkedIn Learning, virtual classes)
- During outreach events, volunteers receive 1:1 training and direct supervision from staff and physician(s) on site.



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8. APPLICANT INFORMATION				
Please complete the following questions:				
1.	Will you be a minor under the age of at the start of the assignment?	<input type="checkbox"/> No <input type="checkbox"/> Yes (<i>If yes, please ensure there are parent/guardian signatures below and on the OHSU Visitor & Volunteer Agreements</i>)		
2.	Do you have any other association with OHSU?	Research & Academics Visitor/volunteer <input type="checkbox"/> Past <input type="checkbox"/> Current	OHSU Employee <input type="checkbox"/> Past <input type="checkbox"/> Current	OHSU Student <input type="checkbox"/> Past <input type="checkbox"/> Current
		<input type="checkbox"/> None	<input type="checkbox"/> Other (list)	
3.	Are you a foreign national? (i.e. you are not a US citizen, US legal permanent resident, Asylee or Refugee?)	<input type="checkbox"/> No <input type="checkbox"/> Yes		
9. SIGNATURES/APPROVALS:				
My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.				
	Type Name	Signature	Date	
VOLUNTEER				
PARENT/GUARDIAN (if volunteer is under 18)				
SUPERVISOR	Verian Wedeking		8/31/23	
SUPERVISOR	Dove Spector	