



## 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 Outreach Volunteer	DEPARTMENT NAME/LOCATION Casey Eye Institute Mobile Outreach Program
VOLUNTEER NAME	VOLUNTEER SUPERVISOR Verian Wedeking
MISSION GROUP Healthcare	OVV SUPERVISOR Elizabeth Montoya Osborne, MFA
2. POSITION SUMMARY:	
<p><b>Background information about the program/department:</b> Entirely donor funded, the Casey Eye Institute Mobile 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><b>Summary of qualities:</b> This position requires a minimum age of 18 years and is ideal for someone interested in ophthalmology.</p> <p><b>Summary of patient population/ types of interactions:</b> Targeted screening participants include low income, homeless, migrant workers, rural, diabetic, and elderly populations. Many of whom often have advanced and untreated manifestations of ocular pathology.</p> <p><b>Summary of duties:</b> Under the supervision of program staff, the volunteers will provide support by facilitating community-based vision screenings events hosted by partner agency locations ranging from the state's most remote corners to Portland's urban core. The services will focus primarily on screening for common preventable ophthalmological conditions such as ocular complications related to hypertension, <u>diabetes, macular degeneration and glaucoma among patients with limited access to care.</u> Additionally, volunteers may assist with the program's Vision Health Navigator Training, approved by the OHA Office of Equity and Inclusion, with a focus on increasing vision health literacy, identification of vision health resources in the community, and facilitating a better understanding of the prevalence and causes of preventable blindness, including the social and environmental factors that increase the risk of blindness for those Oregonians who experience barriers to preventative vision screening.</p>	



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3. KEY RESPONSIBILITIES:		
Key Responsibilities & Performance Standards	% Of duties	Essential Function (Yes/No)
<b>Service Commitment</b> <ul style="list-style-type: none"> <li>Demonstrates excellent customer service and communication skills, and maintain a positive, caring and compassionate attitude in all interactions with participants, volunteers, community partners and staff.</li> <li>Recognize and respect the multi-cultural needs of our participants and communities served, with a non-judgmental and accepting attitude.</li> <li>Demonstrates active listening skills and supportive, professional behavior at all times, to participants, volunteers, community partners and staff.</li> <li>Communicate with participants, volunteers, community members and staff to create an environment that is non-judgmental, compassionate and respectful.</li> </ul> <p>Remain compliant with OHSU Healthcare Illness Among OHSU Healthcare Workforce Members policy</p>	45	Yes
<b>Supervised Vision Screening</b> <ul style="list-style-type: none"> <li>Assist with station set-up and break down; help participants in completing forms and scanning/tracking of forms; and escorting participants.</li> <li>Assist in vision screening pre-dilatation, including: distance and near, extraocular muscles and pupil response, and intraocular pressure screening; obtaining eye health history, utilizing an autorefractor and lensmeter; helping participants select frames; administer dilation drops and complete refractions.</li> <li>Maintain accurate and timely documentation of screening activities per program requirements and applicable OHSU policies.</li> <li>Assist staff with pre-post clinic file management and material preparation.</li> <li>Assist staff at community engagement activities to promote vision health.</li> </ul>	50	Yes
<b>Supervised Assistance with Vision Health Navigator Training</b> <ul style="list-style-type: none"> <li>Assist program staff to promote preventative vision health.</li> <li>Help support teaching community health workers to perform basic distance and near vision screening, and how to identify appropriate resources to connect with vision care resources directly in their community.</li> <li>Assist with station set-up and break down, and preparing documents as directed by staff.</li> </ul>	5	No



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<b>4. QUALIFICATIONS:</b> As part of the qualifications requirement, the following Core Competencies are expected of all OHSU affiliates regardless of their position within the organization.		
<b>Inclusion, Collaboration and Teamwork:</b>	<b>Every person matters.</b> 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.	
<b>Organizational Perspective:</b>	<b>We are all connected.</b> 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.	
<b>Performance Results:</b>	<b>We work hard to make great things happen.</b> 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.	
<b>Personal Effectiveness:</b>	<b>We are strong in character.</b> 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.	
<b>Qualifications</b>	<b>Required</b>	<b>Preferred</b>
<b>Education:</b>		<ul style="list-style-type: none"> <li>Has experience volunteering in other hospitals or clinics</li> </ul>
<b>Experience:</b>		<ul style="list-style-type: none"> <li>Previous experience in vision or healthcare environment</li> </ul>
<b>Job Related Knowledge, Skills and Abilities (Competencies):</b>	<ul style="list-style-type: none"> <li>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.</li> <li>Able to locate fire pull and extinguisher.</li> <li>Adherence to Healthcare Environment Policies and Procedures, including, but not limited to: Confidentiality, Fire, Chemical and Infection Control Policies.</li> <li>Demonstrate adherence to Volunteer Services Policies and Procedures as well as related OHSU policies.</li> </ul>	



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Qualifications	Required	Preferred
<b>Compliance:</b>	<ul style="list-style-type: none"><li>• Code of Conduct</li><li>• Respect in the workplace</li><li>• Applicable policies, procedures and agreements related to position, department or OHSU as a whole</li><li>• Clear criminal background check</li><li>• Completed Compass trainings as assigned by staff</li><li>• Medical Clearance as directed by Occupational Health</li><li>• New Volunteer Orientation</li><li>• New Volunteer Interview</li><li>• OHSU ID Badge</li><li>• Assignment specific training</li></ul>	Not applicable
<b>5. WORKING CONDITIONS:</b>		
<ul style="list-style-type: none"><li>• Events held at community partner agency sites across the state including community centers, clinics, schools, parks and other locations.</li><li>• Most events will occur on Saturdays, 8 am – 5 pm.</li></ul>		
<b>6. PHYSICAL DEMANDS &amp; EQUIPMENT USAGE:</b>		
<ul style="list-style-type: none"><li>• Use hands to handle, control, or feel objects, tools, or controls (specifically slitlamp and phoropter apparatus).</li><li>• Repetitive finger, hand and wrist motions.</li><li>• See details of objects whether they are nearby or far away.</li><li>• Equipment used include: tonopen, autolensmeter, autorefactor, phoropter, pen light, scanner and computer.</li></ul>		
<b>7. TRAINING</b>		
<ul style="list-style-type: none"><li>• Complete all required healthcare environment compliances</li><li>• Volunteer receive 1:1 training and direct supervision from staff and physician(s) on site.</li><li>• Each station has a specific handbook and training video outlining screening protocols.</li><li>• Supplemental volunteer training sessions are held and provided by program and dept. staff as needed.</li></ul>		



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<b>8. APPLICANT INFORMATION</b> 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 <b>OHSU Visitor &amp; Volunteer Agreements</b></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		
<b>4. SIGNATURES/APPROVALS:</b> My signature denotes that this position description is an accurate and correct statement of the essential functions, responsibilities and requirements assigned to this position.				
	<b>Type Name</b>	<b>Signature</b>	<b>Date</b>	
<b>VOLUNTEER</b>				
<b>PARENT/GUARDIAN</b> <i>(if volunteer is under 18)</i>				
<b>SUPERVISOR</b>	Verian Wedeking		8/31/23	