



VOLUNTEER DESCRIPTION

TITLE: VOLUNTEER CLINICAL SCRIBE
REPORTS TO: COMMUNITY HEALTH WORKER (CHOW)
STATUS: INTERN (UNPAID, SCHOOL CREDIT AVAILABLE)

OUR MISSION & VISION

The Brighter Beginnings mission to “support healthy births and successful development of children by partnering with parents and helping to build strong communities“, gains its strength and aspiration from our core belief and vision that, “Every family matters, and every child deserves a happy, healthy future.”

OUR HISTORY

Brighter Beginnings is a 501c3 nonprofit organization and has been responding to the needs of families in resource-poor neighborhoods since 1984 when our work began in response to the alarming differences in mortality and illness rates among African American babies compared to other children.

Brighter Beginnings has grown into a respected and well-connected organization with locations in Oakland, Richmond, Bay Point, and Antioch. We have a multi-cultural, bi-lingual staff of passionate and committed family-service professionals; in fact, many of our staff came to this work because of the challenges they faced in their own families.

Position Summary:

The Brighter Beginnings Family Health Volunteer Clinical Scribe will be working under the supervision of Community Health Worker (CHOW) and will assist with all provider needs such as documentation of communication across different mediums, ensuring client confidentiality, and supporting clerical needs of the clinic.

Specific duties may include:

1. Work alongside providers to help document patient visits in the electronic medical chart.
2. Record patient histories and physical examinations.
3. Transcribes any consultation or discussions with family and/or the clinician.
4. Under the direction of the providers, transcribes patient orders, including laboratory tests, radiology tests, referrals etc.
5. Assists the provider and support staff with paperwork, telephone calls, faxing, and chart abstraction.
6. Protect patient confidentiality.
7. Performs other related duties as necessary.

Qualifications:

1. Computer literate with Microsoft Office (Word, Excel) and able to learn new programs quickly.
2. Highly organized, with absolute attention to detail.
3. Excellent oral, written and interpersonal communication skills.
4. Ability to work independently and establish priorities, self-sufficient, and take initiative.

5. Ability to handle multiple requests simultaneously and respond quickly.
6. Flexible, adaptive to change.

Special ADA Requirements:

Brighter Beginnings is in full compliance with the Americans with Disabilities Act (ADA) and does not discriminate with regard to applicants or employees with disabilities, and will make reasonable accommodations when necessary.

1. For the purposes of ADA, the “Responsibilities” and “Qualifications” are essential job functions.
2. Work is normally performed in a typical interior/office work environment, with typical office noise and other disruption.
3. Limited physical effort is required.
4. Both standing and sitting are required, with most of the job time spent sitting. Approximately three-quarters of the time is spent using a computer keyboard.
5. Various types of equipment/supplies are used to accomplish the job requirements and include, but are not limited to, pens, pencils, calculators, computer keyboards, telephone, printers, etc.
6. Required to drive to other work sites for meetings, conferences, etc.