

Job Descriptions

1. **Unload trucks and Set-Up Clinic:** Help unload NC MOM supply trucks at site and set up clinic areas with portable dental equipment as directed by MOM personnel. Set up tables and chairs, lay out electric cords and air compressor hoses, put up signs etc. and anything else that needs to be done. Must be able to carry heavy boxes and help move equipment around the site.
2. **Volunteer Registration:** Maintain volunteer sign-in sheets for all volunteers. Separate sign-in sheets are maintained for each job type. Distribute name-tags, wristbands or t-shirts for volunteers. Tally and report volunteer numbers to Data Entry at end of each day. Have at least one Volunteer Registration person available for Thursday set-up onsite by 9:45 a.m. to welcome set-up volunteers.
3. **Patient Registration:** Greet the patients, hand out registration forms, facilitate patient flow up to and from the registration tables, and direct registered patients on to the Health Screening/Triage area. Assist patients in filling out the Registration Forms completely. Knowledge of Spanish can be helpful.
4. **Spanish-English Translators:** Serve as translators to assist communication between patients and clinic personnel. Must be able to stand and walk for extended periods of time.
5. **Health History and Blood Pressure Screening:** Should be recruited by Dental Team's Medical Leader. Nurses work best in these roles and are encouraged to bring BP cuffs. Volunteers must be medically qualified to take patient's health history and blood pressure reading; assists and monitors patients in the patient recovery area as needed.
6. **Triage Volunteers:** Records examination comments and instructions as directed by the Triage Dentist; assists and performs small errands as directed by the Triage Dentist. One Scribe required per Triage Dentist. Dentists who register for this position often bring their own assistant to scribe, and Pre-Dental Student Volunteers can fill in these roles if needed.
7. **Patient Flow:** Escort patients from facility Entrance or inside/outside Waiting areas to Registration area; from Registration to Health Screening area; from Health Screening to X-Ray area; from X-Ray to Triage area; from Triage to designated Treatment Waiting areas; from Treatment Waiting areas to specific dentist or hygienist in the Treatment area; from Treatment to Recovery area, if needed; from Recovery to Check Out area; from Check Out to facility Exit. Must be able to stand and walk for extended periods of time.
8. **Treatment Waiting Area Receptionist:** Maintains line and patient order in separate treatment lines. Will need to be organized, responsible and firm volunteers. Will communicate with patient flow volunteers to keep line of patients moving safely and efficiently onto clinic floor. Will keep track of

line pacing in order to give timing updates to NCDSF MOM lead dentist or logistics staff.

9. **Runner/Errands:** Runners take supplies to treatment stations and help dentists/clinic personnel with small errands as requested. Will also use signs to direct new patients onto clinic floor and retrieve patients for dentists. Should not have a queasy stomach, as these volunteers will witness dentistry in action!
10. **Trash Disposal:** Dispose of solid waste throughout event. Will need to wear disposable Personal Protective Equipment (provided at the clinic). Pre-Dental Student Volunteers and NCDSF MOM clinical volunteers will assist in trash disposal. Should have Hepatitis B vaccine. Confirm disposal location and routines with Facilities Team.
11. **Patient Checkout:** Collect registration forms from patients who have completed their treatment; provide gauze packs and instructions to those who have had extractions; make sure that treatment received and the treatment provider are accurately documented on patient's registration form; assist patients who wish to make a written comment about the clinic; assist patients in locating their family/friends in the waiting area, if needed; return completed registration forms to data entry area.
12. **Data Entry:** Computerize the statistics from the entire clinic with regard to patient numbers, procedures performed and volunteer participation. May need to stay later in the day in order to capture numbers after final patients are seen. Must be familiar with dental terms and excel spreadsheets.
13. **Tear-Down Clinic and Load Supply Trucks:** Help pack equipment and supplies after proper disinfection and load supply trucks as directed by NCDSF MOM logistics staff. Must be able to carry heavy boxes and help move equipment around the site. Official ending time of the clinic is never possible to determine in advance, but NCDSF MOM Staff's goal is to be finished and on the road before 8 p.m. Saturday of a clinic. Check with NCDSF MOM Logistics Manager to see how many Pre-Dental Student Volunteers will be in place to assist in loading Saturday afternoon.
14. **Parking Lot and Traffic Control:** Volunteers assist in maintaining orderly flow of vehicles in parking lots and directing patients to the entrance. Must be able to stand for extended periods and work outside in variable weather conditions. Work with Facilities Team and Parking Leader to determine best way to recruit and coordinate these volunteers.