

**WAKE COUNTY HUMAN SERVICES
VOLUNTEER OPPORTUNITIES
July 24, 2009**

ADMINISTRATIVE:

Title: Medical Records Assistant/ Medical Records

Duties: Assist in the Medical Records Unit by placing confidential daily reports in strict numeric order.

Qualifications/Skills: Attention to detail and ability to place records in strict numeric order.

Work Schedule/Location: 10 Sunnybrook (off New Bern Avenue, adjacent to Wake Medical Center), Medical Records Unit. Prefer someone who can work at least 4 hours per day. Would prefer a 6-month commitment.

Special Requirements: No additional requirements.

Title: Administrative Assistant/ Child Care Subsidy

Duties: Filing, data entry, opening and distributing mail, answering phone.

Qualifications/Skills: Ability to perform the duties outlined above. Attention to detail.

Work Schedule/Location: 319 Chapanoke Road. Monday-Friday 7:30-4:30 (volunteering for fewer hours will be considered)

Special Requirements: None

Title: Lab Assistant/Laboratory Services

Duties: Assist in the filing of lab requisition forms and in keeping lab logs current and up-to-date.

Qualifications: Computer literacy highly desirable.

Work Schedule/Location: 10 Sunnybrook (off New Bern Avenue, adjacent to Wake Medical Center.) Prefer 2 to 3 half days per week. Would like to have a 6-month commitment.

Special Requirements: A criminal background check will be completed. A valid NC driver's license.

Title: Information and Referral Specialist/ Working for Kids/ProFamilia

Duties: Answer phone and face-to-face inquiries. Share information pertaining to programs provided by Wake County Human Services as well as community resources. Potential for informal case management opportunities for experienced/motivated volunteers.

Qualifications: Basic computer skills. Excellent telephone and people skills. Familiarity with area resources. Experience in counseling, presenting and/or training skills. Prior experience working with hard-to-serve populations (ex-offenders, non-English speaking, economically disadvantaged.)

Work Schedule/Location: 2815 Kidd Road (Near Wake Medical Center.) Monday-Friday 9:00-12:00 or 1:00-4:00. Can discuss flexibility with days/times.

Special Requirements: Bilingual preferred.

Title: English-as-Second Language Instructor/ PRO-Familia

Duties: Facilitating basic English as a second language classes for a class of 4-12 non-English speaking participants.

Qualifications/Skills: Familiarity with ESL teaching techniques and an interest in working with non-English speaking clients. Prior ESL teaching/training experience preferred.

Work Schedule/Location: 2815 Kidd Road (near Wake Medical Center.) One or two Wednesday evenings a month from 6:00-8:30.

Special Requirements: None.

CHILDREN'S SERVICES:

Title: Child Care Assistant/ Family and Youth Success

Duties: Provide direct childcare services while parents are receiving services, along with other volunteers and staff. Provide age-appropriate, interactive, and fun activities with youth.

Qualifications/Skills: Ability to work with children from birth to sixteen years of age. Must be at least 18 years of age.

Work Schedule/Location: Must be able to attend a 45-minute one-time training on the second Tuesday of any given month from 4:45-5:30 p.m. at the Marbles Children Museum in downtown Raleigh. After training, will provide services on the second Tuesday of the month from 5:30-8:30 at the Marbles Children's Museum. A commitment of six months is desired.

Special Requirements: A criminal background check will be completed.

Title: Child Care Assistant/ Public Health

Duties: Provide direct childcare assistance to children while parents are receiving services.

Qualifications/Skills: Must be able to work with children from birth to ten years of age. Ability to speak Spanish would be helpful, but not required.

Work Schedule/Location: Every 2nd and 4th Wednesdays of the month from 11:45-2:00 (some room for flexibility if you are unable to work every time) at 10 Sunnybrook (off of New Bern Avenue, adjacent to Wake Medical Center.) A six-month commitment is desired.

Special Requirements: A criminal background check will be completed

Title: Child Care Assistant/ Family Support Services/Northern Regional Center

Duties: Provide direct child care assistance for children while their caregivers receive services.

Qualifications/Skills: Ability to work with children birth through 12.

Work Schedule/Location: Second Thursday of each month from 6:15-8:15. Northern Regional Center, 350 E. Holding Street, Wake Forest. A three-month commitment is desired.

Special Requirements: A criminal background check will be completed

Title: Therapeutic Assistant/Kinship-In -Action

Duties: Work with one of three age ranges (2-4, 5-11, or 12-18.) Host group discussions, introduce speakers, model behavior/mentor, problem solve, administer evaluations, and provide input for service implementation.

Qualifications: Must be at least 19 years of age. Must attend a 45- minute orientation/training session prior to first meeting.

Work Schedule/Location: First Tuesday of each month from 6:30-7:30p.m. Crosby-Garfield Building, 568 E. Lenoir Street, Raleigh.

Special Requirements: A criminal background check will be completed.

Title: Youth Project Coordinator/ 4-H Youth Development

Duties: Aid youth in conducting effective meetings. Keep time and order during monthly meetings to create a productive meeting environment.

Qualifications/Skills: Excellent oral communication skills. Ability to effectively work with youth. An understanding of how to conduct effective meetings.

Work Schedule/Location: Meetings last for approximately 2 hours and are held at various community centers throughout Raleigh.

Special Requirements: A criminal background check will be completed. A NC driver's license is required.

NOTE: If you are interested in this opportunity, contact Quintin Murphy via phone at 856-6534 or e-mail at Quintin.Murphy@co.wake.nc.us.

PUBLIC HEALTH:

Title: Coalition Member, Project Assist (Stop Smoking Intervention Study)

Duties: Be an active member of the coalition and serve on one of four subcommittees (media/advocacy; capacity building/partnership; cessation resources; or special projects.) Participate in ASSIST Annual Action Plan activities. Examples of work might include promoting smoke-free dining; provide education on the harmful effects of smoking; or promoting the NC Quit Line to the public.

Qualifications/Skills: Excellent oral and written communication skills. Media, advocacy, and policy-making and bilingual (a plus).

Work Schedule/Location: Flexible.

Special Requirements: A one-year membership commitment.

SPECIAL PROJECT/EVENT:

Title: School Buddies Helper/ Community Resources

Duties: Process applications for school supplies. Enter information in an Excel spreadsheet. Prepare cards with student information. Work at book bag distribution events in mid/late August.

Qualifications/Skills: Bilingual preferred. Basic computer skills and own transportation preferred.

Work Schedule/Location: Flexible daytime hours (about 3 hours per week), beginning July 20 for 6 weeks. Swinburne Road, Raleigh.