



Resource Desk Advocate Position Available

We're seeking committed volunteer advocates to staff a family resource desk at a local pediatric clinic in Sacramento. Advocates assist families seeking non-medical services such as food, clothing, child care, and housing. Our goal is to provide holistic health care by assisting families with complex social issues most human beings will encounter during their lifetime. This work includes:

- Approaching families at the clinic and recruiting new clients
- Finding appropriate resources for clients and communicating with local agencies
- Working one-on-one with clients by checking-in every week by phone
- Updating physicians on their family's (your client's) case
- Recording interactions with clients and resource organizations in an online database

The clinic is located in the Oak Park Multiservice Center at [3415 Martin Luther King Jr. Blvd. Sacramento, CA 95817](#). **Personal transportation from Davis to Sacramento is required.**

This internship requires a full two quarter commitment. We are recruiting **Fall & Winter** quarter volunteers. There is a **3- to 4-hour commitment per week**—two hours at the clinic, one hour at home to follow-up with clients, and one hour every other week to attend group meetings. Fluently **bilingual Spanish/English** speaking ability is strongly preferred. The following weekly clinic shifts are available on a first-come-first-served basis:

- Tuesday, 10:00 a.m. to 12:00 p.m.
- Tuesday, 1:00 p.m. to 3:00 p.m.
- Thursday, 1:00 p.m. to 3:00 p.m.

Important Fall & Winter Dates		
Mandatory Trainings	Saturday, October 3, 2015 from 9:30 a.m. to 3:00 p.m. and Saturday, January 9, 2016 from 9:30 a.m. to 3:00 p.m.	Sacramento, CA
Fall 2015 Clinic Shifts	Oct. 6, 2015 through Dec. 3, 2015	Sacramento, CA
Winter 2016 Clinic Shifts	Jan 5, 2016 through March 11, 2016	Sacramento, CA
Biweekly Team Meetings	Beginning on Wednesday, October 7, 2015 at 6:00 p.m. and repeating biweekly until Wednesday, December 2, 2015. Winter quarter biweekly meetings will also be held on Wednesdays at 6:00 p.m.	Davis, CA

Expectations

1. Attend a mandatory advocate training at the start of every quarter
2. Complete volunteer screening and registration with the clinic prior to mandatory advocate training. **Part of the volunteer approval process will include a background check and drug test**
3. Complete your assigned two-hour shift **every week**
4. Contact each of your clients **every week**
5. Attend biweekly team meetings. These meetings give us a chance to discuss difficult cases, share new resource information, and learn about healthcare and other health-related topics
6. Be flexible and communicate openly and honestly. At the clinic, advocates must work alongside staff and physicians in a small shared area. We are also always looking to improve the advocate experience, so feedback and flexibility are essential
7. Be dedicated to your clients and the program's mission



Please consider this opportunity as a serious commitment when you apply. Because we work to closely with children and their families, there can be no tolerance for missing shifts or not contacting clients regularly. While the work is challenging, advocates find it extremely rewarding to work with individuals, develop relationships with them, and see firsthand impact of social factors on individual health.

Benefits

Although this internship is unpaid, you may choose to apply for transcript notation. Interns may also choose to continue with the project past winter quarter.

To Apply

Send an email to David Kaiser-Jones at chpttcc@gmail.com with the subject line “Resource Desk Advocate Fall-Winter” by **Monday, September 7**. In your email, please include the following:

1. Your resume
2. A short paragraph explaining the following:
 - a. Why this internship appeals to you
 - b. Why you’d be a perfect addition to our team
3. Your availability to interview over the phone during the following windows:
 - a. Between 11:00 a.m. and 4:00 p.m. on Wednesday, September 9
 - b. Between 9:00 a.m. and 5:00 p.m. on Thursday, September 10

You may also email chpttcc@gmail.com with any questions you may have. We look forward to hearing from you.