



**Resource Desk Advocate Position**

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](https://www.google.com/maps/place/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 **Summer & Fall** quarter volunteers. There is a 3-4 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.

Weekly clinic shifts are available:

- Mornings: 7:50am-10am or 10am-12pm on Tuesdays & Thursdays
- Afternoons: 12:50pm-3pm or 3pm-5pm on Tuesdays, Wednesdays & Thursdays.
- Shift days & times are assigned on a first come first served basis.

Important Summer & Fall Dates	
Mandatory Training	Saturday, June 27 <sup>th</sup> 10am-3pm in Sacramento
Summer Session Clinic Shifts	June 30 <sup>th</sup> – Sept. 10 <sup>th</sup>
Fall Quarter Clinic Shifts	Sept. 22 <sup>nd</sup> - Dec. 3 <sup>rd</sup>
Biweekly 6pm Wednesday Team Meetings	First meeting is July 8 <sup>th</sup> and will repeat every other week until Dec. 2 <sup>nd</sup> Meetings are held in Davis Wednesdays @ 6pm.

**Expectations:**

1. Attend a mandatory advocate training at the start of each 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. Go to your 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, you have to learn to work alongside staff and physicians in a small shared area. We are also always looking to improve the advocate experience -- feedback and flexibility are essential to this process.
7. Be dedicated to your clients and the program’s mission.

There will be no tolerance for missing shifts or not contacting clients regularly. Please consider this opportunity as a serious commitment when you apply. If you do not dedicate yourself, children and their families will be affected. While it will be challenging, it will also be extremely rewarding to work with individuals, develop relationships with them, and see firsthand the many social factors that can impact individual health.