

Job Descriptions for Mission of Mercy Community Volunteers

Crowd Control: Ensure orderliness of patients waiting in line at the event and direct the flow of patients into the building as capacity allows

Data Entry: Enter dental treatment performed into data base (data entry experience required)

Food Service: Serve and clean-up food service areas for the volunteers/patients

Parking: Direct volunteers and patients to the proper parking areas, and help direct individuals to the clinic

Patient Escorts: Escort patients between various departments ensuring that no one is ever left alone on the clinic floor

Patient Registration: Greet and explain how the program works; register patient in the data base system (data entry experience required)

Set-up: Individuals will set up tables, chairs, dental units, supplies, signs, registration areas, food service areas etc.

Tear Down: Disassemble equipment, pack equipment and supplies, inventory, general clean-up etc.

Translator/Interpreters: Translate for patients, all languages especially Spanish, Polish, Portuguese and Italian. Signers are needed for our hearing impaired patients

Volunteer Registration: Greet and check-in volunteers

Waste Management: Empty waste, general clean-up

What to Wear: All volunteers will be given a CTMOM t-shirt and are encouraged to wear it during the clinic. Dress is casual-everything from scrubs to shorts-whatever is most comfortable for you. Supportive closed toe shoes are required!

A volunteer lounge will be available for breaks. Breakfast, lunch, snacks and beverages will be provided. Massage Therapists will be available in the lounge area to provide free massages to any volunteer. Please note: There are no secure areas for your personal belongings.

Clinic dates: Friday, April 25 and Saturday, April 26

Set-up and Breakdown Dates: Wednesday, April 23-Thursdays April 24, Sunday April 27

Registration is now open! For information and online registration: www.cfdo.org or www.ctmom.org

Patient and Volunteer Parking will be available FREE of charge at the Morgan Street Garage, 155 Morgan St, Hartford, CT

Please use the envelopes provided in today's bulletin for donations. If paying by check, please make it payable to FCCV with "Missions of Mercy" noted in the memo. Thank you for your support, the Board of Missions.

Josephine Bicknell, Coordinator for Connecticut Dental Outreach will be our guest speaker on Sunday, March 16.