

COMPASSION CLINICS ASSISTANTS



DEPARTMENT

Community Service – 3005

Work is completed at Compassion Connect Main Office, 12135 SE Lincoln St. Portland 97216

About Compassion Connect: Compassion Connect is a small but growing nonprofit organization with headquarters in Portland, Oregon. Our mission is to unite Jesus followers from local churches to love and serve their neighbors by addressing challenging issues such as child sexual exploitation and access to affordable health care. These issues are daunting, but by working together and channeling the unique gifts and skills of each individual in the body of Christ, we can make a difference.

QUALIFICATIONS

Must be eligible for Federal Work Study funding (refer to your Financial Aid Offer Letter on MyWP)

Basic Skills Required:

- Able to use Microsoft Excel, other computer skills comfortably
- Able to follow detailed directions
- Able to read and write English legibly
- Must be 18 years or older and directly supervised (unless approved by staff)
- Must be ambulatory/mobile
- Able to lift 30 pounds
- Ability to stand, kneel, bend repeatedly over extended periods of time

DUTIES

Multiple positions available including Medical Supply Inventory; Equipment and Operations; and Communications

Function as small project director and/or support in the areas of:

Medical Supply Inventory:

- Utilizing available resources to identify products
- Checking items for expiration dates
- Properly disposing of unnecessary or outdated supplies
- Counting items, identifying usage of specific products and completing inventory
- Sorting products into specific categories
- Ready containers, stock room, and trailer for clinic use
- Communicating effectively with peers
- Efficiently reporting back to supervisor
- Assisting with clinic supplies as needed

Equipment and Operations:

- Data entry
- Collecting data at end of clinics
- Medical and dental supply inventory support
- Clinic setup and teardown support
- Medical and dental equipment maintenance assistance
- Clinic event donation management (Chick-fil-A, 7-Eleven, Day Wireless, etc.)

Communications:

- Promoting Compassion Clinics. This may include tasks such as creating and sending out thank you notes, updating frequently changing clinic flyers and website details, and creating other digital media resources made for specific clinics.
- Utilizing communications strategies to recruit volunteers, including health professionals
- Building and maintaining personal relationships with Compassion Clinic partners
- Other duties related to clinic communications as necessary

COMPENSATION

Begins at Minimum Wage

HOURS

4-12 hours a week (Medical Supply Inventory preferably on Tuesdays and Wednesdays)

CONTACT

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