

Volunteers Needed Now

A number of agencies that serve members of our community rely on volunteers to perform their services. listed are the current volunteer needs for Big Brothers/Big Sisters; Blue Ridge Dental Clinic; Community Care Clinic; the Food Pantry, the Highlands Literacy Council and Reach of Macon County.

Big Brothers/Big Sisters

Mentors for children, primarily in grades 3-6, who face social adversity or academic difficulties. Often, the children are low income and some are Latino. The mentor should meet with the child twice a month for 2-6 hours after school, evenings or on weekends and commit to the program for one year. Prospective mentors need to supply references and submit to a background check. The approval process takes about two weeks. An interview and training is required, which takes 1½ to 2 hours. The agency will do its best to match your interests with those of the child.

Currently five children – three boys and two girls – are on the waiting list for mentors.

Contact: Elizabeth Spaulding, 904-206-3525 or cashiers@bbbswnc.org

Blue Ridge Dental Clinic

Dentists – Weekdays 10 a.m. to 2 p.m. Clinic can schedule volunteers any day they are available. Volunteer licenses for a dentists can be obtained by clinic (at no cost) for dentists who are not currently active.

Hygienists – Tuesday through Friday (usually) 10 a.m. to 2 p.m. provided that a dentist is on site.

Office worker – Tuesday through Friday, 10 a.m. to 2 p.m. General office help: answering phones, intake of patients, filing records, taking blood pressure, glucose screening, sterilizing instruments. Volunteers will be trained according to duties. Partial shifts OK. The Dental Clinic is very flexible toward volunteers. If you can contribute your time just once or twice a week or once or twice a month, the clinic will fit you in.

Location: 130 U.S. 64 E., Cashiers (just past Subway on right.)

Contact: Robby Cahill or Melanie Jones, 743-3393

Community Care Clinic

Primary Care Physicians and mid-level Providers – Provide direct patient care to individuals from birth to age 64. Medical conditions range from episodic acute medical problems to ongoing chronic diseases. Services include direct diagnoses, ordering of diagnostic testing and treatment, dispensing of medications via samples and prescriptions and referral to medical specialists. Requirements: Provider must have a current active or limited license to practice medicine in the state of North Carolina. Physicians must have a primary care specialty including, Family Medicine, Internal Medicine,

Emergency Medicine, Gynecology or Pediatrics. Mid-level providers must have active experience in primary medicine and have a supervising physician.

Nursing/Clinical Volunteers – Provide clinical services to patients including intake (BP, Temp., Height, and Weight), limited testing (finger stick glucose, dip stick urine, and pregnancy testing), and assisting the providers during patient treatment. Requirements: Individuals must have practical skills necessary to provide the services listed. Individuals may have formal training such as RNs, LPNs, MAs, or other clinical experience. Active licensure as an RN or LPN is not required.

Medical Records Clerks – The clinic currently utilizes a paper medical record and captures certain patient data on a computer program. Volunteers assist with chart development and adding forms to records after patient visits. In addition, volunteers do data entry into the Clinic's computer program. The clinic will be expanding the use of computerized records and expanding statistical data collection. Requirements: Familiarity with medical terminology is required. No formal training is required and the clinic will train the volunteer. Work is done during the day, not on clinic nights.

Spanish Translator – A number of the clinic's patients speak Spanish as their primary language. Volunteers are used to help patients fill out clinic forms and translate for the patients, when needed, during treatment. Requirements: Volunteers must be able to speak, read and write both English and Spanish and be able to help Hispanic patients communicate with other clinic staff. No formal training is required. The clinic will assist in learning medical terminology.

Clerical and Administrative Volunteers – The clinic utilizes a number of volunteers to assist with the clerical and administrative functions of the clinic. Volunteers in this category will assist patients in the intake process at the clinic's front desk/reception. Volunteers will assist the clinic staff with other clerical tasks both during the clinic and between clinics such as typing, filing, phone calls, etc. There are also opportunities to develop and participate in research projects related to the clinic's patient care activities. Requirements: Volunteers must possess a positive attitude, be interested in helping others and maintain strict confidentiality regarding patient medical information. No formal training is required. The clinic will provide volunteer orientation and training for all individuals.

ALL VOLUNTEERS – The clinic provides a mandatory orientation and training program for all volunteers. Medical volunteers receive an orientation by the Medical Director and Clinic Director. Most volunteers agree to provide services once per month. Individual scheduling is done by the volunteer. Clinic volunteers can either be full time or part time residents.

Clinic times: 4-8 p.m., Tuesday and Thursday

Location: 52 Aunt Dora Dr. (One-half mile off U.S.64 on Buck Creek Road)

Contact: Jerry Hermanson, 526-1991, Jhceo@aol.com

Food Pantry

1 volunteer for merchandizing produce

3rd Monday of each month

Shift: 1 hour or so between 11:30 a.m. and 1:30 p.m.

1 or 2 volunteers for distribution
3:15 to 5:30 p.m.
3rd and 4th Monday of the month

Always looking for substitute volunteers for food distribution teams of 4-5 volunteers
Shift: 3:15-5:30 Mondays
Various job functions.

Substitute volunteers for unloading produce truck
Every other Friday
Shift: late morning, 11-ish.

Training on site

Note: Often, volunteer teams are filled, but vacancies occur and substitutes are often needed. You can sign up for the Food Pantry's volunteer list.

Contact: Marty Rosenfield, 828-421-1789.

Location: 348 S. 5th St.

Literacy Council of Highlands

3-4 tutors for elementary and middle school students, mostly to help with math and reading.

Shifts: 1 to 1½ hours once or twice a week.

During the school year, times are 3:15 to 4:30 p.m.

In the summer, a schedule can be worked out with the student during the Council's office hours of 10 a.m. to 5 p.m.

Contact: Lili Spellman or Bonnie Potts at 526-0863.

Location: 348 S. 5th St.

Reach of Macon County

Client Services Assistant I -- Answer agency's hot-line on evenings and weekends to provide basic crisis counseling. Senior staff back-up would be available by phone. Shifts of 8-12 hours. Evening help needed from 5 p.m. to 9 a.m. Weekend shifts are 9 a.m. to 5 p.m. and 5 p.m. to 9 a.m.

Accompany victims to court and sit with them, providing support by answering non-legal questions and calming them.

When volunteers have been with the agency for a period of time, they can help with filling out protection orders for forwarding to staff.

If licensed, volunteers can provide therapy or crisis counseling.

Training: 20 hours required.

Client Services Assistant II -- Provide indirect services, such as painting, shelter maintenance, vegetable and flower gardening, filing.

Training: none

Grant writer -- Help with writing applications for grants from private sources and foundations.

Contact for all above: David Harris or Jennifer Turner-Lynn, 369-5544

Location: 29 Meadowlark Dr., Franklin (off Old Murphy Road)

Fund-Raising -- Help with the Highlands Motoring Festival, Saturday, June 10. This year's proceeds go to Reach. Jobs include manning the entry table, selling caps and assisting the announcer.

Contact: Jerry Hermanson, 526-1991

Location: Kelsey-Hutchinson Park, Pine Street