VOLUNTEER ROLE · MARIAM CLINIC

Clinic Patient Intake Volunteer

Cary, NC · Sundays 11:00am – 5:00pm · Clinical · Unpaid

SERVICE · RESPONSIBILITY · INTERACTION
mariamclinic.org

RESPONSIBILITIES

- Greet patients and assist with the clinical intake process.
- Obtain and document patient vital signs.
- Review and update patient information, including medical history, medications, pharmacy information, and reason for visit.
- Review patient charts and relevant health information in preparation for the provider visit.
- Administer routine patient screening questionnaires as appropriate.
- Communicate relevant patient information or concerns to the provider.
- Assist with coordinating follow-up appointments and referrals as directed by the provider.
- Maintain accurate documentation and uphold patient privacy and confidentiality at all times.

WHAT TO EXPECT

Mariam Clinic is a volunteer-run free clinic serving uninsured adults in Wake and Durham counties. Patient intake volunteers are essential to every clinic day — your work directly enables our medical team to focus on patient care, working alongside physicians, nurses, and fellow volunteers.

PREFERRED SKILLS

- Professional, compassionate, and patient-centered demeanor
- Strong communication and interpersonal skills across diverse patient populations
- Attention to detail and accurate documentation skills
- Ability to work independently and collaboratively as part of a clinical team
- Basic computer proficiency including familiarity with common office software
- Interest in healthcare, medicine, nursing, public health, or a related field

REQUIRED DOCUMENTS

All documents must be submitted before beginning volunteer service:

- Completed volunteer application (available on clinic website)
- Copy of photo identification
- Copy of vaccination / immunization records
- COVID-19 vaccination card or proof of vaccination
- Copy of current CNA, MA, EMT or other clinic-approved healthcare certification/license

ROLE DETAILS

TYPE
Clinical

SCHEDULE
Sundays

HOURS
11:00am – 5:00pm

LOCATION
Cary, NC

STATUS
Volunteer (Unpaid)

HOW TO APPLY

Download the application and submit all required documents to begin onboarding.

DOWNLOAD APPLICATION
mariamclinic.org/volunteer

EMAIL
clinicadmin1@ mariamclinic.org

OTHER ROLES

We also need clinical volunteers:

- Physicians
- Dentists
- Nurse Practitioners
- Physician Assistants
- Registered Nurses
- Medical Assistants
- Phlebotomists

director@mariamclinic.org