

Dear Prospective Volunteer,

Thank you for expressing an interest in volunteering at Clara's House. We are so grateful that you have offered your time and talent. The key to our success rests in people like you.

Please complete the appropriate Volunteer application. There are separate applications for general volunteers and health care providers. We also require a physician completed health form and entrance questionnaire. The health form and current TB skin test (within the last 3 months) are required before beginning clinic training. These can be found on our website: clarashouse.org. You can drop off or fax the completed forms to the clinic at 916-266-9320, or email them to perfectjoy@clarashouse.org.

General orientation is on the second Thursday of the month at 12pm-130pm at the clinic. Please call to schedule attendance. All volunteer staff are required to attend.

Front desk and clinic staff are required to attend additional Front desk training sessions with a mentor as well as Basic Computer and Practice Fusion classes. Afterwards, Clinic staff will also be scheduled for additional training with a healthcare provider. Check our website, clarashouse.org for computer tutorials and other tips for new volunteers under "How to help, Training resources".

We require a six month commitment, a minimum of 4 hours per week, (100 hours) and basic computer skills for our scheduled Staff, due to the depth of orientation required and our use of electronic healthcare records. We also have a variety of Special Projects for volunteers with short term or limited time commitments.

Please feel free to contact us by email or phone, with any questions or concerns. We look forward to having you on our staff of volunteers.

Thank you,

Volunteer Coordinator
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