

RHA Saturday Shelter Coordinator Description

Requirements:

- Must have volunteered for at least 3 RHA Saturday clinics within 6 months of applying for the coordinator position
- All levels of Spanish are accepted but we have a preference for candidates who have advanced-level Spanish (able to translate for patients and doctors in Spanish).
- Clinical experience is not required but preferred
 - Need to be willing to learn how to take vitals, etc.
- Must have Passport/ability to cross between US and Mexico or currently reside in Mexico.
- Time Commitment:
 - *Minimum* 6 month commitment
 - Training will consist of 1 zoom training & 3 consecutive Saturday in-person trainings
 - Must help prepare for and attend **2 clinic trips a month**.
 - Saturday shelters are currently weekly on Saturdays from 7am-6pm.
 - Preparation includes packing all supplies - coordinators must work together to coordinator a time to make sure everything gets packed
 - Must attend our Saturday Shelter Outreach Committee meetings on the first Tuesday of each month at 6:30pm
 - Responsive to team messages during and outside of volunteering dates.
 - Participation in one remote project (1 hour per week minimum).

Transportation:

- If accepted, you will need to provide your own transportation to the border and within Mexico. Transportation in Mexico via Uber fulfills this requirement.

Saturday Shelter Coordinator Roles:

- Prepping for Saturday Shelter visits, including repacking medication bags and clinic supplies
- Orienting all new volunteers to shelter visits
- Leading volunteers across the border to our clinic on Saturday shelter days
- Opening our clinic to grab all shelter medications and supplies and closing the clinic before leaving to the shelters
- Facilitating transportation of all volunteers from clinic to the shelters (Ubers or personal cars)
- Monitoring shelter clinic flow and supporting providers, nurses, and Resistencia-Justicia staff with clinical responsibilities
 - Must be able to triage, check-in patients, and do basic testing (blood glucose, hemoglobin, pregnancy, dipstick urinalysis, etc)
 - Facilitating communication with remote on call providers when needed
- Mitigating and answering questions between volunteers, patients, Resistencia-Justicia staff
- Organizing transportation, consults, and other logistics for patients when necessary

- Helping with other RHA projects as needed
- Assisting with remote coordinators when needed. Everyone will be working together as a team.
- Engaging in important conversations and topics regarding the clinic. Being one of only a few people from the organization on the ground, it is critical to speak up about issues or items that need to be addressed in a timely manner
 - Developing procedural policies for our organization along with members of the board or directors as the need arises.

Important Skills/Characteristics

- Adaptability, willingness to go above and beyond expectations, professionalism, and leadership skills observed by our team during candidates' prior volunteering events
- High-level Spanish (able to translate for patients and doctors in Spanish, triage patients, etc.) or a willingness to learn Spanish to an intermediate level. French and Haitian-Creole is also useful as some of our patients are Haitian migrants.
- Acceptance and understanding of trauma-informed care, decolonization, IVDU, harm-reduction, HIV+, sex workers, homeless, LGBTQ+, migrant communities, deportees, etc.
- Comfortable advocating for patients
- Basic medical/clinical knowledge encouraged but not required. Must be willing to learn medication names and which categories they fall into. Must also be willing to learn how to triage.
- Ability to stay calm under stress/pressure. Shelters contain a high volume of people and can be chaotic.
- Passion for working with underserved communities
- At shelters, unexpected problems may arise. Coordinators must be adaptable, able to delegate, good at multitasking, and able to take initiative.
- Shelters require a lot of volunteers to put on. In order to lead a clinic, coordinators must be organized, have excellent communication skills, and have patience.
- We expect all of our on the ground coordinators to be committed to our patient population and for it to be their main focus when on the ground.