



Mount Carmel Clinic Volunteer Position Description

Volunteer Footwear Assistant

Purpose: To assist the Mount Carmel Clinic in providing good quality footwear to community members in need.

Responsibilities *Duties may include*

- Connect with staff to determine a priority list of required resources/pamphlets.
- Obtain current ordering needs for shoes and additional supplies such as laces and provide list to supervisor.
- Keep accurate records on items given out on each shift.
- Attend trainings as required by supervisor.
- Attend volunteer shifts, providing 24 hours notice for cancelled shifts.
- Assist team members in providing a friendly environment
- Participate in quality assurance and improvement initiatives.
- Maintain a clean and well organized room.
- Assist in receiving inventory and maintaining an inventory control system.
- Other duties as assigned.

Necessary Qualifications and/or Skills *May include:*

- North End community member
- Supportive of Mount Carmel Clinic's pro-choice policies and harm reduction approach to healthcare and education.
- Knowledge of community health and resources preferred.
- Ability to work effectively in a multi-disciplinary team environment and accept direction and supervision.
- Knowledge of and sensitivity to the impact of the determinants of health such as social, economic, environmental and cultural difference on individuals, families and communities.
- Excellent interpersonal, communication and organizational skills.
- Physically able to perform tasks.
- Ability to communicate in English in both oral and written form.
- Must adhere to MCC policies.

Length of Commitment: One three hour shift per week and may increase as needed.

Benefits An opportunity to

- Explore careers
- Make a personal contribution to the improvement of your community
- Provide service to others within a multidisciplinary environment.
- Make a personal contribution to the improvement of healthcare.
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Orientation/Training

- Training to be provided by Canadian Footwear.
- On site Mount Carmel Clinic training provided by designated supervisor.

Risk Level/Screening Standards: In person interview & 2 reference checks
Criminal Record Check and Child Abuse Registry Check

To apply please print and complete the Volunteer Application Form.