

Street Level Health Project

Consultas Naturistas Volunteer Program Assistant

Organization:

Street Level Health Project is an Oakland-based non-profit organization dedicated to improving the health and well-being of underserved, urban immigrant communities in the Bay Area. We prioritize a holistic health framework that provides direct services to empower low-wage workers to access and advocate for resources that strengthen communities.

Health Access Program:

The Health Access Program provides a twice weekly drop-in clinic with concurrent medical, mental health, nutrition/herbal services, patient advocacy, health enrollment and prevention services for uninsured, underinsured immigrants in Alameda County. Our work is a collaborative effort of a broad team of dedicated individuals including a medical director, community health workers, a mental health consultant, a nutritionist/herbalist, volunteer medical providers, precepting students and external partners.

VOLUNTEER POSITION - Description and Responsibilities:

Street Level Health Project is seeking a Volunteer Program Assistant who will work with Michelle Steinberg, M.S., our nutritionist and herbalist who established the Consultas Naturistas program in 2009. The program has since flourished, and is now part of the Health Access Program at SLHP, providing free client-centered integrative healthcare to those who could not otherwise access it.

The Consultas Naturistas Volunteer Program Assistant provides administrative support and performs patient intakes for predominantly Spanish monolingual clients seeking nutrition consultation and herbal medicine services. This position is ideal for an organized and outgoing individual with interest in integrative medicine, human nutrition and/or herbalism, as well as a desire to directly serve our community.

QUALIFICATIONS REQUIRED:

- Bilingual (Spanish)
- Experience in a reception capacity with a human services agency providing direct services to clients
- Commitment to serving and advocating on behalf of low-income immigrants.

- High level of independent work, self-direction and initiative, able to work effectively in a non-structured environment.
- Adaptability and creative problem-solving approach, experience working with volunteers.
- Computer literate, including Microsoft office systems

QUALIFICATIONS DESIRED:

- Completed coursework or interest in integrative medicine, human nutrition and/or herbalism
- Proficiency in Salesforce data entry
- Sensitive to the circumstances and needs of those living with chronic illnesses, mental health and substance abuse issues, and/or facing food insecurity
- Poised: able to maintain a calm, positive and constructive attitude during interactions with diverse populations
- A Strong Communicator: excellent verbal and written communication skills

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

- Collaborate with drop-in clinic staff and volunteers providing assistance to community members seeking various services
- Perform patient intakes for nutrition and herbal consultations.
- Maintain patient charts in order and filed correctly
- Assist and support on site staff with clerical duties, such as maintaining client files in Salesforce, and printing handouts and educational materials, ensuring they are stocked and updated
- Effectively communicate information about the Consultas Naturistas program, answering any questions and providing clarification for patients
- Assist with organization and tracking of inventory such as vitamins, herbs and jars for tinctures

Length of Commitment:

Minimum 6 months to one year. Beginning and end dates are flexible.

Compensation:

Unfortunately we cannot provide a stipend. However, we offer a free lunch on M and W and the chance to work in a very tight-knit community.