
Dear Friend,

The mission of the North by Northeast Community Health Center is to improve health outcomes in a medically under-served community by offering health screening and basic medical services at no cost. Priority is given to low-income uninsured adults living in the surrounding North and inner Northeast Portland neighborhoods.

Following are the documents needed to continue your application process, as well as a brief description of the volunteer position for which you are applying. The information you provide here will be used to assess your fit with this position. Once we have reviewed your application, we will contact you to set up an interview.

Please return the following to us to complete the application process:

- Application, completed & signed
- Code of Ethics and Expectations, signed

You may return these items to us by email, fax, or regular mail at:

North by Northeast Community Health Center
3030 NE Martin Luther King, Jr. Blvd.
Portland, OR 97212
503-287-4932 (phone)
503-287-7480 (fax)
sjeffreys@nxneclinic.org

Please feel free to give me a call with any additional questions.

Sincerely,

Suzy Jeffreys
Clinic Manager

GARDEN PROJECT COORDINATOR: APPLICATION FOR VOLUNTEERING

Name: _____ Date of Birth: _____

Home address: _____

City: _____ Zip: _____

Home/cell phone: _____ Email address: _____

Personal reference name: _____ Phone: _____

Place of current employment: _____

Name of supervisor: _____ Phone: _____

1: I am interested in volunteering at North by Northeast Community Health Center because:

2: I have the following skills/gifts that would make me a good fit for the Garden Project Coordinator volunteer position:

3: Please list any work or volunteer experience that relates to this volunteer position:

4: I give permission for NxNE to contact my employer to verify that I am an employee in good standing. YES or NO

5: I give permission for NxNE to contact my personal reference. YES or NO

6: I understand that before I can begin volunteering at NxNE I will need to review the policies and procedures relevant to my position and agree to abide by them. YES or NO

Signature: _____

Date: _____

Reviewed by: _____

Date: _____

Mission Statement

Our mission is to improve health outcomes in the medically under-served N/NE Portland community by offering health screening and basic medical services to adults at no cost. Priority is given to low-income neighborhood residents without health coverage.

Code of Ethics and Expectations

As a clinic volunteer or employee, I agree to:

- Keep confidential all information I may learn directly or indirectly about a patient, employee or volunteer unless legally obligated to do otherwise. I will only seek information on a client that is important to the performance of my assigned tasks.
- Treat all patients, staff and volunteers with dignity, courtesy and respect.
- Embrace the diversity of patients, staff and volunteers, regardless of cultural or language differences, economic status, physical handicap, sexual orientation or religious affiliation.
- Arrive on time for my scheduled shift or notify the clinic manager as soon as possible if I am unable to keep my commitment to work or volunteer as scheduled.
- Bring an attitude of open-mindedness and willingness for training and supervision.
- Complete all tasks with a commitment to quality.
- Present a professional and caring image and demeanor to patients, staff and volunteers.
- Discuss any problems, issues or suggestions with the clinic manager or medical director.
- Adhere to the clinic policies and guidelines.

As a clinic volunteer or employee, I further agree to:

- Notify NxNE staff of any change in identifying or contact information.
- Notify NxNE staff of any change in licensing status (for licensed volunteers only).
- Report to NxNE staff any issues noted that could lead to poor patient care, either medical or behavioral.

Signature: _____

Date: _____

Print name: _____

GARDEN PROJECT COORDINATOR: POSITION DESCRIPTION

Overview

The tenants of the Garlington Center – North by Northeast Community Health Center, Cascadia Behavioral Healthcare and SMYRC – are in the planning stages of turning a large plot of green space in our back parking lot into the Garlington Garden, a garden to be created, tended to and shared by our clients & volunteers. We are looking for a volunteer who has some experience in project management and/or community gardens who can, over the next several months, assist us with the planning phase of this project.

Time commitment

Present – early 2010 (February/March)

Flexible hours, approx. 10-20 hours/month depending on workflow & how you choose to structure the hours.

Responsibilities

With a volunteer landscape designer (already identified) and representatives from each of the three Garlington agencies, assist in planning garden layout.

With Garlington agency representatives, develop a plan for how the garden will be cared for and how the harvest will be divided.

Research potential funders and local partners (e.g. Growing Gardens).

Identify components that will need funding – electricity, water source, shed and other structures, plant starts, fence, etc. – and collect estimates.

Help prepare a project budget and, potentially, assist in writing a grant for this project.