

*Empowerment Resource Center  
&  
Saint Joseph's Mercy Care Services, Inc.*

*Take Charge. Get Tested.™ Event Health Fair  
June 25, 2010 (9a.m.-7p.m.)  
220 Auburn Avenue N.E.  
Atlanta, GA 30303  
**Big Bethel A.M.E. Church***

**Volunteer Job Descriptions**

**- GREETER (5 needed)**

*This person will be responsible for welcoming each and every client who enters Big Bethel A.M.E. Church with a warm smile and directing incoming traffic to the waiting area for HIV testing.*

**There are no pre-requisites for this volunteer opportunity.**

**- FORM AID (7-8 needed)**

*This job entails the responsibility of aiding individuals fill out the Client Information Sheet. Individuals interested in this position might be responsible for reading or possibly writing down client's information.*

**Ability to read and write are pre-requisites for this volunteer opportunity.**

**- LAB SPECIALIST (4 needed)**

*Lab specialists are responsible for conducting the actual HIV test and providing a brief synopsis of the next couple of steps of the testing process.*

**Volunteers interested in this position must be certified in the OraQuick Advance Training.**

**- COUNSELORS (6 needed)**

**- COUNSELOR FOR POSITIVE RESULTS (1 needed)**

*The counselor is responsible for providing clients with test results, provide emotional support, answer questions related to HIV/AIDS education, and provide referrals and any additional support needed.*

**Volunteers interested in this position must be certified in the Fundamentals of HIV Prevention Counseling**

**- FLOW STAFF (4 needed)**

*The flow staff serves as the individuals who direct clients from station to station. This person is also responsible for keeping an account of clients who have left the premises and have returned to pick up their results. Collaborates closely with form courier.*

**There are no pre-requisites for this volunteer opportunity.**

**- FORM COURIER (3 needed)**

*Form couriers serve as liaisons between the various rooms, transporting forms from the Lab Specialists to the Loggers; and from the Loggers the Counselors.*

**There are no pre-requisites for this volunteer opportunity.**

**- LOGGER (2 needed)**

*This person is responsible for transferring demographic information from the Client Information Form along with test results to SJMCS log book.*

**Logger must be able to read, write and pay attention to detail.**

**Shift Descriptions**

	<u>Shift Begins</u>	<u>Shift Ends</u>
<i>All Day</i>	9 a.m.	7p.m.
<i>First (1<sup>st</sup>) Shift</i>	9 a.m.	2p.m.
<i>Second (2<sup>nd</sup>) Shift</i>	2p.m.	7p.m.

***All shifts are five (5) hours long, with the exception of the all day shift. All volunteers are encouraged to participate even if you are not able to work the entire shift.***

