

## SEATTLE/KING COUNTY CLINIC 2025 Assignment Descriptions

Volunteer assignments at Seattle/King County Clinic are structured around specific services and processes. However, due to the variability in patient needs and potential volunteer no-shows, organizers can only estimate daily staffing requirements. Although the Clinic strives to honor the assignments chosen by volunteers, adjustments may need to be made to address high-demand areas. Flexibility and teamwork help ensure the smoothest operation possible.

Based on the Profession/Volunteer Classification you enter in the volunteer registration system, you'll be shown the assignments you are eligible to fill. That may be in (D) Dental, (G) General Support, (M) Medical, (R) Healthcare Resource and/or (V) Vision. The list of options may be long, and **the system sorts in order of start time not assignment**, be sure to review closely and scroll until you reach the end of the list!

**The full length of each shift (check-in time to end time) is indicated next to each assignment in the volunteer registration system. We are counting on your participation for that entire time.**

### Waiting List Instructions

If you see the term "**Waiting List**" next to an assignment name that means it is currently full. In this case you have 3 options:

1. Choose a different assignment.
2. Choose that assignment and be put on a wait list. If you are only on the wait list, you are not scheduled to participate unless an opening\* occurs.
3. Choose that assignment and be put on a wait list. **Then select an alternate assignment.** In this case you are scheduled for the alternate assignment unless an opening\* occurs for your wait list assignment.

\* If an opening becomes available in your wait list assignment and you are moved into it, you will receive an email notice of this change, and any alternate assignment will automatically be canceled.

### Additional Information

Orientation materials will be made available to volunteers a few weeks before the Clinic. You'll receive notification by email and text when they are available. Onsite orientation/training will expand upon that information to provide more specific details about Clinic operations.

If you're unclear about any part of the registration process, please contact [SKCClinic@seattlecenter.org](mailto:SKCClinic@seattlecenter.org) or 206-615-1835.

### Go To

[\(D\) Dental](#) [\(G\) General Support](#) [\(M\) Medical](#) [\(R\) Healthcare Resource](#) [\(V\) Vision](#) [Residents](#) [Students](#)

## (D) DENTAL ASSIGNMENTS

### **Dental Assisting**

Assist dentists in Triage, Restorative, Surgery, or Endodontics.

### **Dental Assisting – CEREC**

Restricted to assistants experienced in CEREC crowns.

**Dental Assisting – Lab**

Assist providers in the Dental Lab.

**Dental Assisting Expanded Function**

Provide expanded functions to help dentists in Restorative, Surgery, or Endodontics.

**Dental Hygiene**

Performs hygiene services including standard prophylaxis, oral debridement, scaling, and root planing.

**Dental Lab – Denturist, Prosthodontist, Dentist**

Examine patients referred to the dental lab, take impressions, and fit oral prosthetics — mainly temporary partials (flippers).

**Dental Lab – Technician**

Fabricate or repair oral prosthetics — mainly temporary partials (flippers).

**Dental Restorative Hygienist**

Work chairside with a dentist to assist and place restorations.

**Dental Operations Support (Dental Experience Not Required)**

Help clean and reset dental stations on the dental floor following patient treatment. Knowledge of dental supplies can be helpful but is not required. People in this assignment **must have Bloodborne Pathogen (BBP) training** either through an official course or as part of their professional education in a healthcare field. Training is available online at [redcross.org](http://redcross.org). We also strongly recommend that volunteers be vaccinated for Hepatitis B. This is an active assignment with lots of time spent on your feet.

**Dental Sterilization & Supplies (Dental Experience Not Required)**

Help clean and sterilize dental instruments, sort clean tools, and restock supplies that are available for dental professionals. Knowledge of dental instruments can be helpful but is not required. People in this assignment **must have Bloodborne Pathogen (BBP) training** either through an official course or as part of their professional education in a healthcare field. Training is available online at [redcross.org](http://redcross.org). We also strongly recommend that volunteers be vaccinated for Hepatitis B. This is an active assignment with lots of time spent on your feet.

**Dental X-Ray (Panorex & Nomad)**

Take digital panoramic or intraoral x-rays.

**Dental X-Ray Computer Station (Dental Experience Not Required)**

Stationed at a computer that is connected to an x-ray unit, you'll be responsible for confirming images were captured correctly, then printing and saving images. Instructions will be provided. This assignment requires intermediate computer skills.

**Dentist – CEREC**

Restricted to dentists experienced in CEREC crowns.

**Dentist – Endodontics**

Root canal therapy will only be performed on anterior and bicuspid teeth.

**Dentist – Oral Medicine**

Consult on discoveries of potential medical conditions found during triage, x-ray, or treatment.

### **Dentist – Restorative**

Primarily provide composite or amalgam restorations with the option to do limited oral surgery if the tooth is deemed non-restorable.

### **Dentist – Surgery**

Oral surgery specialists preferred. Surgeons will do extractions under local anesthetic; no nitrous oxide or sedation will be available.

### **Dentist – Triage**

Dentists will complete an initial oral exam, order and review patient x-rays, and determine the top treatment priority.

### **Student – Dental, Hygiene, or Assisting**

Serve in a support capacity as assigned by Clinic leadership, this may include Dental Assisting, Sterilization & Supplies, Operations Support, or General Support roles in the dental area. **If this assignment is full, students are encouraged to look for openings in the specific assignments Dental Operations Support, Dental Sterilization & Supplies, Dental X-Ray, Dental X-Ray Computer Stations, Escorts & Waiting Areas (Dental), or Interpreter.**

## **(G) GENERAL SUPPORT (NON-CLINICAL) ASSIGNMENTS**

General Support volunteers are critical to the Clinic's overall operation. General Support assignments do not require healthcare experience or credentials, although healthcare professionals and students are welcome to fill these roles as their background often provides added benefit. **General Support volunteers are encouraged to also look at the (D) Dental and (M) Medical assignment descriptions as some do not require healthcare experience.**

### **Break Room & Snacks**

The Clinic is a long day for both volunteers and patients. Help to keep the volunteer break room, lunch room, and patient snack areas stocked with food and beverages. Handout items from locations throughout the Clinic to ensure participants are getting much needed sustenance.

### **Checkout (Various Areas)**

With care areas located across several buildings, appropriate management of patient paperwork is critical. Checkout volunteers confirm that a patient's paperwork is complete, process any additional documentation that is needed, and collect patient records before they leave the area. Healthcare experience is not required but can be a useful skill. Intermediate computer skills are necessary. **The practical tasks of this assignment are the same across all three clinic areas (dental, medical, vision). If the Checkout assignment for one area is full, please select Checkout assignments for a different clinic area.**

### **Clinic Supplies**

Help to manage inventory and restock spaces with necessary clinical and non-clinical supplies. Supply, instrument, and inventory experience is useful but not required. Strong organizational skills are helpful. Volunteers should expect long periods of walking/moving, including outdoors between buildings. Light lifting is required.

### **Entry/Exit (Various Areas)**

With care areas located across several buildings, managing patient flow in and out of the buildings is critical. Volunteers help to confirm people entering a building have the right credentials and/or paperwork. Before exiting a building, volunteers confirm that requisite paperwork has been collected and help patients connect with escorts to take them to their next destination. **The practical tasks of this assignment are the same across all three clinic areas (dental, medical, vision). If the Entry/Exit assignment for one area is full, please select Entry/Exit assignments for a different clinic area.**

### **Escorts & Waiting Areas (Various Areas)**

Each area of the Clinic is assigned a pool of volunteers to serve as Escorts and Waiting Area Monitors. Volunteers may be rotated between these roles and should expect long periods of walking/moving or standing/being stationary. Volunteers in this area are instrumental in answering questions and helping to create a compassionate experience. **The practical tasks of this assignment are the same across all three clinic areas (dental, medical, vision). If the Escorts & Waiting Areas assignment for one area is full, please select assignments for a different clinic area.**

- **Escorts** take patients from one station to another within a clinic area, or outdoors between buildings to a different clinic area. Escorts assure patients do not slip through the cracks and maximize their opportunity to receive care at the Clinic.
- **Waiting Area Monitors** greet patients as they arrive at a specific service area, direct them to an appropriate seat, track who is next for service, and monitor how many people are waiting. Involves a lot of attention to detail and ability to multitask.

### **General Support – As Assigned**

The Clinic relies on a pool of flexible volunteers willing to be assigned according to where there is the most need for support at a given moment. Organizers may place volunteers in these high-need assignments in advance of the Clinic (in which case they'll receive an email showing the change to their schedule) or dynamically while onsite. For Clinic days, it is preferred that volunteers select a specific assignment that matches their preferences and skills, however, the General Support – As Assigned role is useful as the Clinic nears and a volunteer's preferred role(s) may already be filled.

### **General Support – Clinic Flow Monitor**

Working from the Communications Hub, the epicenter for Clinic operations, volunteers will make rounds throughout Clinic waiting areas to collect information about the number of patients waiting and the length of wait times for a given service. The data will be disseminated to leadership to help gauge how many more patients to admit and/or when to close certain areas.

### **General Support – Overnight Patient Line**

Patients often arrive early at Fisher Pavilion to ensure they get a ticket. Volunteers in this assignment are the first people patients encounter, and they set the stage for a positive Clinic experience. Volunteers interact with patients to describe how the Clinic works, give directions, check in and store large patient bags, distribute snacks, and answer general patient questions. Managers are onsite to supervise volunteer activities and provide instruction and guidance. Fisher Pavilion is heated, well-lit, and guarded by security.

### **Interpreter (Medical Certification Not Required)**

**Fluent speakers only.** Navigating the Clinic can be confusing, especially if you don't speak English. Interpret questions, answers, and instructions for patients and help guide them through the Clinic. A mobile system from AMN Healthcare is available when medical interpretation is required. We have a high demand for **ASL, Amharic, Cantonese, Mandarin, Russian, Spanish, Tigrinya, Ukrainian, and Vietnamese**. Do not volunteer for this assignment on a day when you are accompanying a family member or friend to the Clinic.

### **Interpreter – Overnight Patient Line (Medical Certification Not Required)**

Please review the “Interpreter” and “General Support – Overnight Patient Line” descriptions to understand this assignment.

### **IT Support**

The Clinic relies on technology to run smoothly, everything from computers and printers to network cabling and Wi-Fi connections. People with IT experience and technical know-how help troubleshoot technology issues, keep equipment operating, check internet connections, and more.

### **Patient Records Processing**

In the Clinic, patient records are maintained on paper and turned in at a checkout station before departing a clinic area. Volunteers collect records from checkout stations and take them to a secure records processing room where services are tracked in the registration system. Records are scanned for electronic storage, and then filed. In the vision area, this role also includes entering eyeglasses prescription information into Essilor Vision Foundation’s online ordering system and preparing the order for shipment to the lab. Volunteers need intermediate computer skills. Involves attention to detail. Prior healthcare experience is beneficial but not required.

### **Patient Registration**

These volunteers are the first to interact with patients in the Clinic and help to initiate a positive experience. Volunteers ask patients about contact and demographic information, documenting their responses in the registration system. Toward the end of the day, Patient Registration switches to scheduling patients who need to return to “finish service” on a subsequent day. This assignment requires intermediate computer skills, good hearing, and excellent customer service skills.

### **Supply Sorting (Healthcare Experience Not Required)**

Help sort and inventory dental, medical, vision, and administrative supplies. Strong organizational skills are helpful. This is an active assignment that spends a lot of time on your feet. Light lifting is required.

### **Volunteer Check-In**

Help check-in volunteers, distribute t-shirts, point volunteers in the right direction, and answer questions. Volunteers may be stationed behind a table but should not expect to remain seated at all times. Intermediate computer skills, an ability to work pleasantly yet quickly and efficiently amongst a lot of people, good hearing, a sense of direction, and people skills are all helpful.

## **(M) MEDICAL ASSIGNMENTS**

### **Acupuncture**

Perform acupuncture services.

### **Chiropractic Care**

Provide chiropractic services.

### **Dermatology**

Perform skin exams, cryotherapy, and other minor procedures. Consult with other providers about discoveries during patient treatment.

### **Dermatology Support**

Support dermatologists providing exams and procedures as well as assist in maintaining overall operational efficiency.

### **EKG/ECG**

Work in a roving capacity to perform EKG/ECGs in any space where a provider requests it.

### **Foot Care – Certified Specialist**

Provide examination, cleaning, nail trimming, and address blisters, corns, and calluses. High population of diabetic patients.

### **Foot Care – Non-Certified**

**Prior foot care experience required.** Provide examination, cleaning, nail trimming, and address blisters, corns, and calluses. Dependent upon level of experience and extent of patient needs, may be asked to support Podiatrists and Certified Foot Care Specialists. This assignment does not provide the training necessary to become a CFCS.

### **Foot Care – Sterilization (Medical Experience Not Required)**

Help clean, sterilize, and sort foot care instruments. Knowledge of foot care can be helpful but is not required. Onsite training will be provided. People in this assignment **must have Bloodborne Pathogen (BBP) training** either through an official course or as part of their professional education in a healthcare field. Training is available online at [redcross.org](http://redcross.org). We also strongly recommend that volunteers be vaccinated for Hepatitis B.

### **Health Screening – Overnight Patient Line**

Patients often arrive early at Fisher Pavilion to ensure they get a ticket. Prior to entering, patients and their guests will be asked a series of health screening questions to ensure they are not currently experiencing flu or COVID-like symptoms. Fisher Pavilion is heated, well-lit and guarded by security. Additional responsibilities may require taking temperatures and/or consulting with the onsite Infection Prevention Director.

### **Immunizations**

Vaccinate patients against COVID-19, Flu, Hepatitis A/B, MMR, and more. Must have administered immunizations or intra-muscular injections in the last two years.

### **Medical Lab – Phlebotomy**

Perform blood draws on patients for laboratory testing.

### **Medical Lab – Tech**

Perform point-of-care tests and prepare patient specimens for processing in the offsite lab.

### **Medical Triage**

Medical Triage is a brief dialogue between a clinical volunteer and a patient to help identify what medical services the patient may benefit from on that day. Necessary skills include active listening, ability to redirect dialogue for efficiency, ability to target conversation for purpose of clinic visit, clinical judgment to help guide patient through clinic services. Triage volunteers act as advisors, they DO NOT make medical or nursing diagnoses, create plans of care, or decide for a patient what services they should seek that day.

### **Mental/Behavioral Health**

Provide evidence-based assessment, counseling, and referrals to services. Requires license as a Psychiatrist, Psychologist, LMHC, LMHCA, LMFT, LMFTA, LICSW, or LSWAIC. Associates will need their current clinical supervisor to be engaged remotely.

**Mental/Behavioral Health – Graduate Student**

Provide support to the Mental/Behavioral Health area by performing pulse checks, offering a listening ear and relaxation techniques to patients in line for services who are experiencing anxiety, assisting with intake forms and psychoeducational materials, engaging children while parents are receiving counseling, as well as liaising with Social Work.

**Nurse – As Assigned**

The Clinic relies on a pool of nursing volunteers willing to be assigned according to where there is the most need for support at a given moment. Assignments may not encompass traditional responsibilities; volunteers may work anywhere from patient intake, medical triage or primary care support to dental sterilization or patient escorting. Organizers may place volunteers in these high-need assignments in advance of the Clinic (in which case they'll receive an email showing the change to their schedule) or dynamically while onsite. It is preferred that volunteers select a specific assignment that matches their preferences and skills, however, the Nurse – As Assigned role is useful as the Clinic needs and a volunteer's preferred role(s) may already be filled.

**Nutrition**

Provide nutrition counseling services.

**Nutrition – Graduate Student**

Provide nutrition counseling services under the guidance of a licensed dietician/nutritionist.

**Occupational (Hand, Wrist, Elbow) Therapy**

Provide manual and exercise therapy for hand, wrist and/or elbow issues.

**Patient Intake**

Patient Intake immediately follows patient registration for all patients. Record patients' vitals, take a general health history, and conduct select screenings to determine if the patient can proceed for further care in the Clinic.

**Pharmacist**

Dispense medications, review written prescriptions to confirm they are complete, as well as educate patients about their existing medications and prescription medication programs.

**Pharmacy Intern**

Work alongside Pharmacists to dispense medications, review written prescriptions to confirm they are complete, as well as educate patients about their existing medications and prescription medication programs.

**Pharmacy Technician**

Work alongside Pharmacists to prepare and manage medications, as well as review written prescriptions to confirm they are complete.

**Physical Therapy**

Provide manual and exercise therapy services.

**Physical Therapy Student**

Support licensed therapists providing physical therapy services.

**Podiatry**

Provide podiatry services.

### **Primary Care**

Provide health services that cover a range of prevention, wellness, and treatment for common illnesses, both acute and chronic. Order onsite diagnostic tests, as needed. Write prescriptions to be filled offsite (no opioids or new behavioral health medications). Serve patients of all ages, but primarily adults.

- **Imaging Review & Consultation** – two providers will be designated to review X-Ray and Ultrasound reports, consult with Radiologists if needed, and discuss results with the patient.

### **Primary Care (Flex Provider)**

Participate onsite in a rotational capacity to cover exam rooms while providers are on break, in the event of provider no-shows, when consultation is needed by another provider, or writing prescriptions to be filled offsite (no opioids or new behavioral health medications), keeping Primary Care functioning at maximum capacity. Physician Assistants will need their current supervising physician to be engaged remotely.

### **Primary Care (Naturopathic)**

Provide primary care services using naturopathic approach - cover a range of prevention, wellness, and treatment for common illnesses, both acute and chronic. Order onsite diagnostic tests, as needed. Write prescriptions to be filled offsite (no opioids or new behavioral health medications). Serve patients of all ages, but primarily adults.

### **Primary Care Support**

Clinic policy requires that two healthcare professionals be present during exams for the safety of the patient and volunteers. This assignment supports the primary healthcare provider.

### **Radiology (Plain Film & Ultrasound)**

Radiologists review x-ray and ultrasound images.

### **Sonography**

Perform abdominal, gynecological, and small parts sonograms as ordered by onsite providers.

### **Women's + Transgender/Nonbinary Health**

Provide health and gynecological services that cover a range of prevention, wellness, and treatment for common illnesses, both acute and chronic. Order onsite diagnostic tests, as needed. Write prescriptions to be filled offsite (no opioids or new behavioral health medications).

### **Women's + Transgender/Nonbinary Health (Flex Provider)**

Participate onsite in a rotational capacity to cover exam rooms while providers are on break, in the event of provider no-shows, when consultation is needed by another provider, or writing prescriptions to be filled offsite (no opioids or new behavioral health medications), keeping Women's + TNB Health functioning at maximum capacity. Physician Assistants will need their current supervising physician to be engaged remotely.

### **Women's + Transgender/Nonbinary Health Support**

Clinic policy requires that two healthcare professionals be present during exams for the safety of the patient and volunteers. This assignment supports the primary healthcare provider.

### **X-Ray**

Technologists take x-rays of patients as ordered by onsite providers.

## (R) HEALTHCARE RESOURCE ASSIGNMENTS

### **Health Insurance Navigator (Certified)**

Work as part of a pool of navigators stationed throughout the Clinic to provide unbiased health insurance information and enrollment support. Requires training and certification as a Health Insurance Navigator by a Washington State Navigator Lead Organization such as Public Health – Seattle & King County.

### **Social Work**

Help patients connect with community resources to enable their well-being. Requires license as a LICSW, LSWAIC, LASW, LSWAA, LMHC, LMHCA, LMFT or LMFTA. Associates will need their current clinical supervisor to be engaged remotely.

### **Social Work - Graduate Student**

Participate in the Social Work role under the guidance of a licensed provider.

## (V) VISION ASSIGNMENTS

### **Ophthalmic Assistant/Technician (Certified)**

Serve in a variety of capacities as determined by Clinic Leadership. This may include collecting patient histories, acuity, tonometry, refraction, checking angles, and acquiring OCT images.

### **Ophthalmic/Optometric Assistant/Technician (Non-Certified)**

Serve in a variety of capacities as determined by Clinic Leadership. This may include collecting patient histories, acuity, auto-refraction or lensometry.

### **Ophthalmologist**

Complete anterior and posterior segment slit lamp examination including gonioscopy and indirect ophthalmoscopy, OCT interpretation. Relay assessment and plan.

### **Optician**

Style frames and acquire appropriate frame measurements for spectacle processing. Perform lensometry as needed.

### **Optometrist**

Perform refraction, EOM measurements, pupillary assessment, tonometry, and slit lamp examinations.

### **Student – Medical, Opticianry, or Optometry**

Serve in a support capacity as assigned by Clinic Leadership. This may include pre-testing, assisting doctors and opticians, eyeglasses ordering, or general support (non-clinical) roles in the vision area.

## RESIDENTS

Seattle/King County Clinic welcomes the participation of clinical residents, but their participation must be approved by their residency program and an attending clinician must be identified. In many cases, clinicians who can serve as attendings are already participating in the Clinic. Residents should also review and follow the requirements for liability insurance.

## STUDENTS

Seattle/King County Clinic is not an accredited educational program. We welcome students, however:

- The criteria for participation in a clinical capacity varies by discipline.
- Students must be **currently enrolled in a clinical program.**
- Clinically focused student assignments are limited.
- Students may be restricted in their involvement in direct patient care.

## DETERMINING PROFESSION/CLASSIFICATION

Students and faculty must register individually due to the personal information required. **We cannot register groups.**

- Review the chart below to see who is eligible to sign up in a student Profession/Classification.
- Students who are licensed/credentialed in another field (e.g. RN student who has Medical Assistant certification) will have more clinical opportunities by registering under the Profession/Classification associated with that credential rather than as a student. **In these circumstances, students cannot extend beyond the scope and limits of their current credential.**
- Students who do not meet the criteria below and are not credentialed in another field should register in the Profession/Classification called General Support so they can still experience the Clinic and contribute to helping people in need.

Clinical Program	Year in Program	Supervisor Required	Notes
Dental Assisting	1 <sup>st</sup> – 2 <sup>nd</sup> Year	Some instances	High interest from discipline, school coordination desired for student-specific assignments.
Dental Hygiene	1 <sup>st</sup> – 4 <sup>th</sup> Year	Some instances	High interest from discipline, school coordination desired for student-specific assignments. Clinical assignments require school coordination.
Dental	1 <sup>st</sup> – 4 <sup>th</sup> Year	Some instances	High interest from discipline, school coordination desired for student-specific assignments.
Dietician/Nutrition	Intern/Graduate Level	Yes	
Medical	1 <sup>st</sup> – 4 <sup>th</sup> Year	No	
Nursing (RN)	1 <sup>st</sup> – 4 <sup>th</sup> Year	Some instances	High interest from discipline, school coordination desired for student-specific assignments. Clinical assignments require school coordination.
Opticianry	1 <sup>st</sup> – 3 <sup>rd</sup> Year	No	
Optometry	1 <sup>st</sup> – 4 <sup>th</sup> Year	No	
Pharmacy	Intern	No	
Physical Therapy	2 <sup>nd</sup> – 3 <sup>rd</sup> Year	No	
Psych/Mental Health	Graduate Level	Yes	
Social Work	Master's 2 <sup>nd</sup> Year	Yes	

## SELECTING ASSIGNMENT(S)

Once your Profession/Classification is determined, you can select from the assignments that are shown in the drop-down menu next to each event date. Student-specific clinical assignments that require school coordination are not reflected in these menus. Additional instructions will be provided through school officials.

- Students (and faculty) must participate in existing Clinic shifts like all other volunteers; **customized schedules cannot be accommodated.**
- Review the assignment descriptions to confirm you have the required skills for any assignment selected.
- Regardless of the assignments available/selected, this dynamic environment presents a great learning opportunity.

## SCHOOL COORDINATION

School coordination is important when faculty supervision is required and/or there is high interest by a discipline (from one or more than one school) for student-specific assignments.

- In either case, a school representative should contact Clinic organizers well in advance to discuss arrangements at 206-615-1835 or [SKCClinic@seattlecenter.org](mailto:SKCClinic@seattlecenter.org)
- Faculty supervision does not need to be 1:1.
- **Faculty must register at least 4 weeks before the Clinic.** If not, or if they fail to show up for their supervisory assignment, students will be removed from their clinical assignments.