



Front Desk Volunteer
WE Health Clinic, Duluth, Minnesota

Applications are accepted on a rolling basis.

WE Health Clinic is a proud independent abortion clinic, serving as a vital resource for our community and surrounding areas in Minnesota. Our mission is to provide sexual and reproductive health care for all.

We are seeking a dedicated and empathetic volunteer to join our team in the role of Front Desk Volunteer. This critical position interacts exclusively with abortion patients, offering support and care during their visits.

Responsibilities:

- Answering the phone and providing information or directing calls as needed.
- Performing light clerical tasks, such as filing, data entry, making schedules, and preparing charts for future patients.
- Checking in abortion patients and scheduling appointments.
- Utilizing basic tools, as well as GSuite and Microsoft 365 as needed.

Requirements:

- Experience in a medical or reception role is highly desirable.
- Strong multitasking and communication skills.
- Exceptional empathy, especially in handling patients in emotional states.
- Strict adherence to patient privacy, including compliance with HIPAA regulations.
- Availability to work from 8:30 AM to 12:30 PM on Thursdays and some Fridays.

Training:

- On-the-job training will be provided by existing staff until the volunteer is confident in performing tasks independently.
- Continuous support from staff will be available, especially during busy or challenging times.

Application Process:

Please submit a cover letter and resume detailing your experience, skills, availability, and motivation for volunteering in this role.

Email your application to Cassidy at cassidy@wehealthclinic.org

Interviews will be conducted to ensure alignment with our values of kindness, dependability, empathy, and a strong pro-abortion stance.

Why Volunteer With Us?

This position offers a unique and fulfilling opportunity to support an independent abortion clinic in providing outstanding care to patients and fighting for abortion access for all. Join our compassionate team in making a real difference in the lives of those we serve.