

Brother Francis Shelter Caring Clinic

Brother Francis Shelter (BFS) provides temporary, emergency shelter for men and women, an evening meal, use of shower and laundry facilities, case management services, advocacy, job readiness, and referrals for employment, permanent housing, mental health issues, and treatment options for alcohol and substance abuse.

Brother Francis Shelter also offers on-site basic medical services through the Caring Clinic.

The Caring Clinic Mission

The Caring Clinic is an expression of the living out of Catholic Social Service's (CSS) Brother Francis Shelter's mission to "serve the homeless with dignity, care and compassion, with an emphasis on moving guests toward self-sufficiency".

Recognizing that access to health care services is an essential factor in reaching the goal of self sufficiency, the Caring Clinic is an all volunteer run clinic providing basic medical care services, health education and referrals to the homeless population of Anchorage. The Caring Clinic operates under the values and teachings of the Catholic Church.

Medical Provider Job Description

Volunteer medical providers at the Caring Clinic are physicians (MD, DO, DPM, DDS), Nurse Practitioners, Physician's Assistants, Registered Nurses or EMT's with a current State of Alaska license and liability insurance and who have completed the CSS Volunteer Application including a Criminal Background Check.

There are no expectations regarding the level of care that will be provided with the exception that each provider is expected to limit her/his health care services to those allowed within the scope of their license. Beyond this limitation, it is up to each provider to only provide those services which she/he feels comfortable and appropriate to provide. Triage and healthcare protocols are available in the clinic.

In addition, there are no expectations regarding the number of days, hours or patients that providers are to see. Days, times and number of patients are entirely up to the provider. We do ask that if for some reason you are not able to make a pre-scheduled clinic time that you call BFS to let them know, however, there is no expectation that you need to find a replacement.

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Opportunities for Volunteers in the Clinic

Scheduling

Maintains and distributes the clinic schedule to ensure staffing. Updates changes and communicates with Shelter staff and Administrator. Coordinates volunteers when additional or specific community events or clinics are scheduled; i.e. flu shots, Project Homeless events.

Orientation for New Volunteers

Provides new volunteers with the information needed to work at the clinic, to include a review of the CSS and BFS mission, medical services provided, and staffing schedule, as well as referral resources, and how to access and use the Electronic Health Record, *Amazing Charts*.

Over the Counter (OTC) Medications and General Supplies Inventory

Maintains inventory of in-date OTC medications and supplies, ordering and restocking as needed.

Rx Medication Inventory

Maintains inventory of in-date prescription medications, ordering and restocking as needed. Reviews medications and other date sensitive products to determine expiration date and coordinate disposal of any supplies found to be out of date. The destruction of medications should follow FDA guidelines, specifically:

Follow any specific disposal instructions on the drug label or patient information that accompanies the medication. Do not flush prescription drugs down the toilet unless this information specifically instructs you to do so.

Take advantage of community drug take-back programs that allow the public to bring unused drugs to a central location for proper disposal. Call your city or county government's household trash and recycling service (see blue pages in phone book) to see if a take-back program is available in your community. The Drug Enforcement Administration, working with state and local law enforcement agencies, is sponsoring [National Prescription Drug Take Back Days](#) throughout the United States.

If no instructions are given on the drug label and no take-back program is available in your area, throw the drugs in the household trash, but first:

Take them out of their original containers and mix them with an undesirable substance, such as used coffee grounds or kitty litter. The medication will be less appealing to children and pets, and unrecognizable to people who may intentionally go through your trash.

Put them in a sealable bag, empty can, or other container to prevent the medication from leaking or breaking out of a garbage bag.

Volunteer Records

Maintains confidential file of current licenses and liability insurance of all clinic staff.

Donations and Recognitions

Coordinates donations and maintains correspondence as needed.

Medical Provider Volunteer Application Process

Thank you for inquiring about volunteering at Brother Francis Shelter Caring Clinic.

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To begin you need to fill out a volunteer application through Catholic Social Services (CSS) on their website and submit a back ground check, also found on the website listed below along with the contact information for the CSS Volunteer Manager.

The background check is about \$50. CSS will reimburse you for that or you may choose to use it as a donation. The volunteer coordinator will get you a receipt.

If you have a professional license; RN, LPN, MD, ANP, EMT, DO, CMA, we must have a copy of your current license and a copy of your professional liability coverage. There are a number of companies that offer professional liability.

Clinic generally lasts 2-4 hours and is held 2-3 times weekly. Most volunteer providers volunteer in clinic 1-2 times monthly. One of the current volunteer providers will orient you. You will only do as much or little as you choose.

Your contact at Catholic Social Services is:

Kelsey Preecs
Volunteer and Logistics Manager
Catholic Social Services
(907)222-7344
Fax (907) 258-1091
3710 E 20th Ave Anchorage, AK 99508

<http://www.cssalaska.org/html/volunteer.php>