



Position Title:	Assistant Director of Clinical Outreach	Position Category:	Volunteer
Team:	Outreach	Schedule:	At least 2-3 hours per week
Location:	Virtual/Remote	Reports to:	Founder and Director of Clinical Outreach

Job Description

GENERAL DESCRIPTION

An Assistant Director of Clinical Outreach is responsible for assisting in the development and management of relationships between clinics or hospitals and their represented organization, with a focus on expanding the presence of volunteer scribes to provide crucial support for healthcare providers.

RESPONSIBILITIES

- Assist the Director of Clinical Outreach in developing and executing a comprehensive clinical outreach strategy to establish and strengthen partnerships with targeted clinics or hospitals, primarily focusing on locations within Texas.
- Identify and research potential partner clinics or hospitals in Texas that would greatly benefit from the presence of volunteer scribes, aligning with our organization's mission and goals.
- Support the building and maintenance of relationships with key stakeholders, including healthcare administrators, department heads, and other healthcare providers within targeted clinics or hospitals, ensuring long-term collaboration and mutual support.
- Contribute to the creation and management of a list of potential clinics or hospitals in Texas for outreach and partnership establishment.
- Co-oversee the management of the clinical interest form, ensuring efficient and organized processing of incoming inquiries.
- Assist in conducting outreach efforts through various channels, such as phone calls, emails, and in-person meetings, to establish initial contact with potential partners.
- Assist in negotiating partnership agreements and contracts, ensuring alignment of goals, expectations, and compliance with regulations and policies.
- Collaborate with the marketing team to develop compelling materials and presentations that effectively showcase the advantages of volunteer scribes in clinical settings, with a specific focus on the Texas healthcare sector.
- Provide support to monitor and evaluate the effectiveness of outreach initiatives, tracking key metrics and outcomes, and making data-driven recommendations for improvement.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- *minimum* high school diploma (or equivalent)

PREFERRED SKILLS

- Prior experience in clinical outreach or related healthcare settings
- Excellent writing and communication skills



- Highly detailed and strong proofreading skills
- Project management experience with demonstrated ability to meet deadlines
- Self-motivated and eager to work in a team setting
- Experience with Google Chat and video calls (zoom, Google Meet, Facetime, etc.)

ABOUT VOLUNTEER SCRIBES, INC. - TEXAS DIVISION

Volunteer Scribes, Inc. - Texas Division is a nonprofit organization (501c3 in progress) that operates under Volunteer Scribes, Inc. that is headquartered in Minnesota and is now dedicated to connecting Volunteer Scribes with healthcare providers in Texas. Our mission is to provide free volunteer scribes for healthcare providers during periods of high patient loads, while also offering invaluable opportunity to those interested in gaining experience in the healthcare industry.

We encourage a culture of diversity, respect, inclusion, camaraderie, determination, positivity, pursuit of personal and team collaboration on the Board of Directors and in the Volunteer Scribe Internship Program.

Email Questions to	tx@volunteerscribes.org	Subject:	Interest Inquiry: [Board Position]
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General Board Expectations

DUTIES

Board Members must hold themselves accountable, behaving with integrity, showing care to obey rules and laws at all times. It is the board's responsibility to develop and maintain an excellent reputation within the healthcare & social media community, to strengthen the Volunteer Scribe Internship Program, increase connections, and create and follow a strategic plan that honors the organization's core mission.

KEY EXPECTATIONS

- Attend monthly board meeting
- Attend important special remote meetings as needed
- Takes the initiative to volunteer and accept projects
- Completes projects thoroughly and within deadlines
- Prepare for meetings, staying informed about BOD matters by reviewing minutes and reports
- Develop and maintain collaborative working relationships with other board members
- Helps maintain the board reputation as a unified group.