



Planned Parenthood Columbia Willamette

## **VOLUNTEER POSITION DESCRIPTION**

**Planned Parenthood Columbia Willamette**

<b>TITLE: Health Center Escort Volunteer</b>	<b>LOCATION: Various Health Centers</b>
<b>REPORTS TO: Volunteer Engagement Manager</b>	<b>LAST REVIEWED: 2/8/2024</b>

### **Position Summary**

The Health Center Escort ensures that patients and their guests, as well as staff, can safely and comfortably access Planned Parenthood Columbia Willamette (PPCW) Health Centers. The Health Center Escorts embody the PPCW mission and values by protecting access to sexual and reproductive healthcare to all people accessing our Health Centers. When protesters are present, Health Center Escorts must display total non-engagement, focus on our patients, and communicate with staff when necessary.

### **Essential Functions**

#### **Escorting clients into clinic:**

- Maintain a welcoming and calm environment for the arrival and departure of patients
- Greet patients in PPCW parking lot and/or sidewalk as they arrive
- Escort patients into and out of the building

#### **Safety Monitoring/Support:**

- Report irregular protester activity to identified agency personnel

#### **Administrative:**

- Sign up for available volunteer shifts
- Track and record volunteer hours on a weekly basis
- Maintain open communication with supervisor

### **Qualifications, Competencies, and Skills**

#### **Required Qualifications:**

- Must adhere to our non-engagement policy with protesters
- Ability to remain calm in the face of loud and negative protest activity
- Comfortable and willing to perform job function during inclement weather
- Ability to work and communicate well with a diverse patient population
- Must be able to provide proof of COVID-19 vaccination or proof of exemption for medical or religious reasons

#### **Preferred Qualifications:**

- Experience working in stressful or demanding situations

#### **Physical Requirements:**

- Ability to volunteer at least two 2-hour shifts per month for 6 months
- Must be able to remain in a stationary position for 40% of the time or more
- Complete job functions in outdoor weather conditions
- Transport self to and from health center for volunteer shift

- Must be able to wear escort vest

### In This Together Workplace Values

<b>We practice accountability</b>	We take personal responsibility for the quality and timeliness of work and we accept responsibility for mistakes and identify ways to improve. We communicate expectations of others clearly and directly and we comply with established policies, rules, and workplace expectations.
<b>We tend to the team</b>	We build positive working relationships, practice kindness, appreciate individual contributions, give encouragement, have open conversations, communicate, and invest in team building.
<b>We respect and honor all people</b>	We make meaningful connections, seek out and learn different perspectives, acknowledge and check our own biases, recognize harmful behaviors, challenge inequities, and practice gestures of inclusion.
<b>We jump in</b>	We pay attention to tasks that need to be completed, ask before we contribute, consider whether we are the best person to jump in/out, and we are mindful of stigmas that others may face.
<b>We try and we learn</b>	We keep up to date on and apply best practices and research from our professional fields and we take time to reflect on and capture what is learned during our work experiences and apply this new learning. We establish measures of success up front, and we ask about and create room for dissent.
<b>We care for our business</b>	We discuss the business and financial aspects of PPCW, discuss cost-saving and revenue-generating strategies with each other, practice compliance by conducting business in an ethical and legal manner, avoid conflicts of interest, and we speak up and report concerns.
<b>We return to our mission</b>	We ensure our activities and priorities are aligned with the mission, we reflect on PPCW's mission and our contributions to it, we prioritize self-care, and we acknowledge when Planned Parenthood and our values are under threat in our local and/or national communities.

I have read and understand my volunteer duties as described above. I agree to accept the responsibilities and duties as outlined and I will perform these duties to the best of my knowledge and ability.

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**Volunteer Name**

**Volunteer Signature**

**Date**

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**Supervisor Name**

**Supervisor Signature**

**Date**