



## **Volunteer Job Description Health & Wellness Survey Conductor**

The Kent Center is seeking volunteers to conduct health and wellness surveys for clients who have been enrolled in grant-funded primary care and wellness services

- Make outreach calls, office based interviews or home visits (preferred but not required) to clients
- Conduct the surveys, which last 30-45 minutes and cover satisfaction with services as well as general health and wellness questions

Location: Calls may be made from Kent Center office, located at 2756 Post Road in Warwick; interviews will be on site at the Kent Center office, visits are to various client homes located primarily in Kent County (not required).

Hours: Flexible; 5-8 hours per week preferred

Requirements: Fill out a volunteer application and attach a resume if available; BCI Check; participate in a volunteer orientation of The Kent Center, as well as a training on the survey process. All orientation/training is approx. 3-3.5 hours.

Qualifications/

Special Skills: Good interpersonal skills

Supervisor: Rena Sheehan, VP Clinical Services; or Dayna O'Rourke, RN

If interested in this or another volunteer opportunity at The Kent Center, please contact Arlene Stoltz at 691-6000 x 335 to set up an interview.

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Volunteer Signature/Date  
Signature/Date

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Kent Center Representative  
Signature/Date