



SEARCHING FOR

volunteers

for our

International Community Health Center

DEPARTMENT

JOB TITLE

Charts Organizer

DESCRIPTION

This charts organizer will assist in organizing and scanning medical documents from overseas into the clinic's Electronic Health Records system for assessments by healthcare providers for the Refugee Health Screening service. This role will work with personal health identifying information as well as confidential forms.

RECOMMENDED
SKILLS

Fluent or strong mastery of English. Strong understanding of office tools and computer interfaces, including copier and file uploading programs.

PLUSES

Fluency in additional languages other than English.

LOCATION

Akron

SCHEDULE

3-5 hours a week; Mon-Thurs 8:30am-10:00am or Fridays 8:30-5:00pm

HOW DOES THIS
BENEFIT ME?

This opportunity will allow volunteers to develop skills in working with an EHR system along with learning about health related information and documents from overseas. They will work with a very diverse clinic staff and develop awareness of unique cultural health considerations.

INTERESTED?

Please contact Kelly Le, kle@asiaohio.org, 330-535-3263 ext 5301



Looking for other opportunities? Check us out at asiaohio.org
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