



Volunteer Posting

UHCAN Ohio Health Care Helpline

UHCAN Ohio (Universal Health Care Action Network of Ohio) is a statewide, nonprofit organization building the consumer voice in Ohio to achieve high quality, accessible, affordable health care for all Ohioans.

Reports To: Information and Referral Associate

Helpline Volunteer:

The overall goal of the Helpline volunteer is to assist the I&R Associate with answering and responding to calls from individuals and organizations having problems accessing health care and/or health coverage. Must be at least 19 years of age, and able to pass criminal background check.

Time Requirement: Minimum of 15 hours a week

Responsibilities:

- Assist the I&R Associate with answering and responding to calls
- Collect and enter data into the Efforts to Outcomes software program
- Maintain and build resource database
- Develop and maintain materials, including updating out-of-date content and purging/archiving of expired content
- Assist with story collection

Required Skills:

- Excellent customer service skills
- Experience with data entry
- Advanced internet research skills
- Good oral and written communication skills
- Ability to set priorities, work independently and attention to detail
- Flexibility, willingness to take on routine tasks as needed, team player and a positive attitude are necessary
- Possess a passion for advocating for health care reform

Please mail resumes to: UHCAN Ohio Helpline, 370 South Fifth Street, Columbus Ohio 43215

