



St. Mary's County Health Department

Meenakshi G. Brewster, MD, MPH
Health Officer

Administration & Vital Records	301-475-4330
Community Health Services	301-475-4330
Resource Coordination	301-475-4389
Environmental Health	301-475-4321
Environmental Health Fax	301-475-4373
Medical Assistance Transportation	301-475-4296
State Health Department (Toll Free)	877-4MD-DHMH
Maryland Relay Service	1-800-735-2258

Volunteer Opportunities

Potassium Iodide Distribution Volunteer

Location: Hollywood Fire Department
24801 Three Notch Road
Hollywood, Maryland 20636

When Needed: Tuesday, Aug. 19, 2014 3:00 – 7:00 p.m.

Job Summary:

The St. Mary's County Health Department will be holding a full-scale drill and Point of Distribution exercise to dispense Potassium Iodide (KI) to residents living and/or working in the emergency protection zone (EPZ) of Calvert Cliffs Nuclear Plant. Volunteers are needed to help with traffic control, dispense medication, and help with the overall success of this event.

Experience: None required – all volunteers are welcome

Contact: Tasha Henderson
Public Health Emergency Planner
tasha.henderson@maryland.gov
301-475-4324



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Volunteer Opportunities

Vaccinator Assistant

Location: Multiple St. Mary's County Public School sites

When Needed: Tuesdays and Thursdays: Oct. 2, 2014 – Dec. 16, 2014

Job Summary:

Initial Site Duties: Arrive at scheduled time; sign in with staffing leader and receive assignment; receive orientation from leader.

Ongoing Duties: Familiarize self with assigned duty station/area and, if needed, assist with setting up duty station. Familiarize self with the flu vaccine consent form and vaccine receipt. Greet vaccinated clients and offer a sticker to children. Collect vaccinated clients consent forms. Complete the vaccine receipt form for each client's consent form and give receipt to the client. Check the consent form for completeness (i.e. vaccinator signature, date, clinic name/location, vaccine given [mist or injection], sticker for vaccine present.) Keep all completed child consent forms together. Assist with making copies of consents for school and health department records. Collect payment from vaccinated adults and store payment in the designated envelope. Document donation amount on the consent form in the designated area at the bottom of the form, and keep all adult consent forms together in an envelope. Wear appropriate identification at all times.

Wrap Up Duties: Assist with clean-up; give the client consent forms to the team leader; participate in debriefing sessions; and check-out/sign-out with the team leader. Clinics are approximately four hours in length.

Minimum Qualifications: 18 years of age or older

Experience: None required

Selection Procedure: Must pass background check

Benefits: Become part of a diverse team that appreciates your contributions
Connect with your community
Personal and social satisfaction

To Apply: Completion of volunteer application and agreement

Contact: Cynthia.spalding@maryland.gov
Administrative Officer
301-475-4328



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Volunteer Opportunities

Medical Record Technician

Location: St. Mary's County Health Department
21580 Peabody Street
Leonardtown, MD 20650

Job Summary: Issues patient identifying numbers, sets up new charts and ensures that the appropriate forms for each program are complete. Files reports, lab work and doctor notes into patient charts for easy access and retrieval of in-house records and retrieval of information from other Health Care Providers. Type data from patient's charts into computer to print out correspondence. Pulls charts for in-house staff and scan them using the bar code system. Maintains confidentiality of information in accordance with HIPAA and COMAR regulations 100% of time.

Minimum Qualifications: At least 18 years of age or older
Minimum of high school diploma/GED required
Must be detailed oriented with a high degree of accuracy
Able to understand and follow directions
Able to lift boxes weighing no more than 50 pounds
Able to climb 3-step ladder to reach top cabinet shelves

Experience: None required

Hours: Monday through Friday 9:00 a.m. – Noon
Monday through Friday 1:00 PM - 4:00 p.m.
(Separate shifts based on your availability)

Selection Procedure: Must pass background check

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Volunteer Opportunities

Medical Record Scanner

Location: St. Mary's County Health Department
21580 Peabody Street
Leonardtown, MD 20650

Job Summary: Medical Records Scanner will be responsible for accurately scanning medical record information into electronic format.

Minimum Qualifications: At least 18 years of age or older
Minimum of high school diploma/GED required
Must be detailed oriented with a high degree of accuracy
Able to understand and follow directions
Able to be trained to operate scanning equipment

Experience: None required

Hours: Monday through Friday 9:00 a.m. – Noon
Monday through Friday 1:00 PM - 4:00 p.m.
(Separate shifts based on your availability)

Selection Procedure: Must pass background check

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Volunteer Opportunities

Building Service Worker

Location: St. Mary's County Health Department
21580 Peabody Street
Leonardtown, MD 20650

Job Summary: Performs grounds maintenance duties by keeping sidewalks and entrances clear of debris, watering, raking and weeding flower gardens. Pressure washes benches. No grass cutting required.

Minimum Qualifications: At least 18 years of age or older

Experience: None required

Selection Procedure: Must pass background check

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