

March, 2020

Dear Friend,

Thank you for your interest in volunteering with the Open Door Clinic! Through the generosity of our volunteers, we are able to help many uninsured and underinsured members of our community meet their essential healthcare needs.

Please find enclosed our Volunteer Orientation Manual and the Medical Interpreter Position Description, which contain very important information to help you better understand our organization. Please complete the application and return it by mail or email with the following forms:

- language self-assessment
- signed Volunteer Agreement Form

We ask you to have two external language evaluations filled out by someone who is qualified to assess your Spanish skills, preferably a Spanish instructor. We are sending you two forms, which you can give to your evaluators and they can send it directly to us by mail, fax or email. If you prefer to have them sent electronically, send us an email at [odc@opendoormidd.org](mailto:odc@opendoormidd.org). Also, if you don't have two people to ask, we can arrange this through our network of evaluators.

Approximately 50% of our patients speak Spanish as a primary language, so we routinely use volunteer medical interpreters to facilitate communication. This ensures high quality medical care at our clinics and referral appointments. This unique dynamic warrants specific training and we strongly encourage you to attend one of our sessions held two times per year. We will keep you posted about our next training dates. If you cannot attend, we will ask you to complete an online training module.

We look forward to having you on our team of volunteers and hope to hear from you soon.

Best,



Heidi Sulis, MPH  
Executive Director

