



**CHILDREN'S HEALTH INITIATIVE  
OF ORANGE COUNTY**

# Volunteers Needed

**Children's Health Initiative of Orange County (CHIOC)** is a non-profit organization that is working to match all of Orange County's children with affordable and quality health care.

Volunteers extend **CHIOC's** resources and increase its ability to serve more families, helping to ensure that all uninsured children in Orange County have access to health care.

If you are interested in helping our organization as a volunteer, contact our Volunteer Recruiter Laura Trejo at [ltrejo@chioc.org](mailto:ltrejo@chioc.org) or (714)246-8809 for a volunteer application.

See our available opportunities below:

	<b>Administrative Volunteer</b>	<b>Health Care Referrals Aide (HCRA)</b>	<b>Special Events Volunteer</b>
Purpose	To aid in the organization of our office by performing a variety of administrative tasks.	Assist our non-profit in outreaching to uninsured families in Orange County.	Be support for staff at outreach events in the community.
Benefits	<ul style="list-style-type: none"> <li>• Learn about State and County Health Programs</li> <li>• Learn about community resources</li> <li>• Flexible Schedule</li> <li>• Good references upon successful completion</li> </ul>	<ul style="list-style-type: none"> <li>• Learn about State and County Health Programs</li> <li>• Learn about community resources</li> <li>• Flexible schedule.</li> <li>• Good references upon successful completion</li> </ul>	<ul style="list-style-type: none"> <li>• Volunteers are attend health fairs, and other community events</li> <li>• Opportunity to network with non-profits of Orange County</li> </ul>
Requirements	<ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• Fluent in Spanish (no exceptions)</li> <li>• Customer Service experience a plus</li> </ul>	<ul style="list-style-type: none"> <li>• Must be 18 years of age</li> <li>• Customer Service experience a plus</li> <li>• Bilingual preferred (Spanish/Vietnamese/Korean)</li> </ul>	<ul style="list-style-type: none"> <li>• Customer Service a plus</li> <li>• Bilingual preferred (Spanish/Vietnamese/ Korean)</li> </ul>
Location	CHIOC Office 1120 W. La Veta #200 Orange, CA 92868	CHIOC Office 1120 W. La Veta #200 Orange, CA 92868	Varies, depending on event
Duties	<ul style="list-style-type: none"> <li>• Answer phones</li> <li>• Check voicemails, and return calls</li> <li>• Organize files/documents</li> <li>• Maintain the office neat and in order</li> </ul>	<ul style="list-style-type: none"> <li>• Make calls to families</li> <li>• Determine preliminary eligibility</li> <li>• Refer to nearest representative</li> </ul>	<ul style="list-style-type: none"> <li>• Set up/ Clean up table at events</li> <li>• Help hand out flyers</li> </ul>
Time Commitment	Volunteers should be able to commit a minimum of 3 months, 4 hours a week.	Volunteers will be given set number of calls to make, which will take roughly 10 hours. Schedule will be chosen by volunteer.	Volunteers may attend one event, or subscribe to a list serve and attend more.

***"A child's good health is the foundation for a lifetime of opportunity and success."***