

Volunteer Description for Data Entry

Program Overview:

The 2535 Initiative is seeking volunteers for a project that unites a non-profit organization, Christ Clinic, and a community church, World Changers Houston, together to deliver comfort and care to the sick as a reflection of God's love and healing grace. Our two organizations are connected in mission, rooted in love, and aligned in vision in hopes to improve the health and quality of life in the communities we serve. 2535 Initiative delivers high-quality charity medical services to the low-income, uninsured and underserved communities. We hope to represent the Lord through heart-felt love and devotional care by fully submitting ourselves to His lead and trusting His power.

Biblical Commissions:

“For I was hungry and you gave me something to eat, I was thirsty and you gave me something drink, I was a stranger and you invited me in.” – Matthew 25:35

“Go out quickly into the streets and alleys of the town and bring in the poor, the crippled, the blind and the lame.... Go out to the roads and country lanes and compel them to come in, so that my house will be full” - Luke 14:21, 23

Responsibilities:

- Enters data into Electronic Medical Record (EMR) system
- Scans, faxes, and files documents
- Assist with inventory of office and medical supplies
- File and organize paperwork
- Enter data from paperwork to EMR or excel if needed

Other Duties:

- Help unbox incoming inventory

Qualifications:

- Attention to Detail
- No high school degree needed
 - Age 17+
- Basic computer knowledge