

# Volunteer & Internship Opportunities

## Community Opportunities

### Volunteer for TrueCare™ Community Health Events

Please e-mail [volunteer@truecare.org](mailto:volunteer@truecare.org) to inquire about the TrueCare community & health awareness events schedule and how to get involved!

## Weekly Community Food Distribution

Create a positive impact on your community by volunteering for TrueCare's Community Food distribution! Through this rewarding opportunity volunteers assist with registration and distributing food items to families and individuals in need. Join the cause and help end hunger in your community today.

### Location & Time Commitments:

- San Marcos, Located off of Twin Oaks Valley Road), 1st and 3rd Wednesday 10-1 PM every month (flexible commitment)
- Oceanside, Melba Bishop Community Recreation Center, 2nd, and 4th Tuesday every month 9:30-12 PM (flexible time commitment)

**Positions Available:** Open

**Requirements:** TrueCare volunteer application, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation. Please e-mail [volunteer@truecare.org](mailto:volunteer@truecare.org) to sign up for a shift(s)

**Preferred Skills:** Bilingual in Spanish (not required), great attitude, and able to lift up to 25 lbs

## Community Outreach Internship

The TrueCare Community Outreach Department seeks highly personable individuals to join the team! The Community Outreach Intern will assist in outreach activities and community events that increase community awareness of the services and programs provided by TrueCare. Through training, mentorship, and routine interactions, interns learn new skills, expand their networks, and achieve personal and professional growth.

### Locations:

- San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069
- Perris Health Center, 1675 North Perris Blvd, Suite G1 Perris, CA 92571

**Positions Available:** 1

**Time Commitment:** One semester or 3-month minimum commitment, schedule is flexible to availability of volunteer (required at least 12 activities per month), and quarterly volunteer meetings.

**Requirements:** TrueCare volunteer application, 2- step interview, TB test and background check (provided by TrueCare), COVID-19 Vaccination, access to e-mail, and reliable transportation.

## Clinic Customer Service Volunteering

TrueCare is seeking friendly and genuine individuals who enjoy helping others! The Clinic Customer Service Volunteer will create an interactive and caring environment for TrueCare patients by enhancing support in the front of the clinic. Gain a rewarding experience in our clinic by applying today!

### Locations:

- San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069
- Mission Mesa Pediatrics, 2210 Mesa Dr., Suite 300 Oceanside, CA 92054
- Loma Alta Health Center, 605 Crouch St., Building C Oceanside, CA 92054
- Carlsbad Health Center, 1295 Carlsbad Village Dr., Suite 100 Carlsbad, CA 92008

**Positions Available:** 4

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 6-hour minimum weekly commitment (Monday-Friday 8-5 PM)

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

## Clinical Operations Internship

TrueCare is seeking a responsible and motivated intern that will work with the Clinical Operations team to assist with various projects such as developing collateral for clinical staff training and education, data entry and research. Are you ready gain more skills and work with an awesome team? Apply Today!

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Positions Available:** 1

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 10-15 minimum hour weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, organization skills, data entry, Power Point and Microsoft office

## Patient Retention & Engagement Internship

TrueCare is seeking a student interested in helping the community! The Patient Retention & Engagement Intern will gain hands on experience by assisting as a receptionist at the resource center and support the PRE Team (Patient Retention & Engagement). Through training, mentorship, staff and patient interactions, the intern learns new skills, expand their knowledge in medical healthcare insurance, and achieve personal and professional growth in the healthcare administration environment.

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Positions Available:** 1

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 10–15-hour minimum weekly commitment (Monday-Friday 8-5 PM), and quarterly all volunteer meetings.

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

**Preferred Skills:** Great attitude, outgoing, organization skills, phone etiquette, computer skills (emails, Excel, Microsoft office)

## IT Help Desk Internship

TrueCare is seeking a highly motivated and responsible undergraduate student who is interested in Computer Science or related fields. The IT Help Desk intern will gain hands on experience by supporting IT staff with troubleshooting, hardware installation, research and more in order to improve the experiences of both staff and patients. Through training, mentorship, and staff interactions, the intern will learn new skills, gain an understanding of an IT technician role, and achieve personal and professional growth in the information technology world.

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Positions Available:** 1

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 20-hour minimum weekly commitment (Monday-Friday 8-5 PM; some weekends).

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

Applicant must be an undergraduate student interested in Computer Science or related field

**Required Skills:** Great customer service skills, critical thinking skills, problem-solving skills, and familiarity with basic programs i.e., Microsoft Office, Windows 10 operating system, computer, and computer peripherals

## Marketing and Communications Internship

TrueCare's Marketing and Communications department is looking for an undergraduate student who is interested in all aspects of marketing from ideation to completion. The MarCom Intern will gain hands on experience by assisting staff with content creation, social media and PR, and various forms of marketing both to external audiences and internally to staff in order to further the organization's mission of health care for all. Through training, mentorship, and staff interactions, the intern will learn new skills, see how digital campaigns are used to accomplish organizational goals, and achieve personal and professional growth in the marketing world.

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069

**Positions Available:** 1

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 10–15-hour minimum weekly commitment (Monday-Friday 8-5 PM).

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

Applicant must be an undergraduate student.

**Required Skills:** Experience with Microsoft Office (i.e., Word, Excel, Outlook, PowerPoint, Publisher, etc.) Google Analytics, Hootsuite (or similar)

**Preferred Skills:** Experience with Adobe Creative Suite, Constant Contact, HTML, HubSpot

## Mobile Dental Internship

TrueCare is looking for a friendly and responsible student interested in dental administration and outreaching! The Mobile Dental intern will assist the team in and out of our mobile dental clinic. Through training and hands on experience, the intern will learn administrative skills while also outreaching to the community to achieve both personal and professional growth.

**Location:** San Marcos Health Center, 150 Valpreda Road San Marcos, CA 92069; mobile sites vary

**Positions Available:** 1

**Time Commitment:** 3-month minimum commitment, flexible schedule with a 3-hour minimum weekly commitment (Monday-Friday 9-3 PM; some weekends)

**Requirements:** TrueCare volunteer application, 2-step interview, TB test, COVID-19 Vaccination, and background check (provided by TrueCare), access to e-mail, and reliable transportation.

Applicant must be an undergraduate student.

**Required Skills:** Good customer service, experience with Microsoft Office (i.e., Word, Excel, Outlook, PowerPoint), data entry

**Preferred Skills:** Bilingual (Spanish)

## Clinic Opportunities

### Questions about Clinical Internships or Rotations?

Are you a current student completing a medical track program (Medical Assisting, Nursing, Physician Assistant, Medical school, Pharmacy) and have questions about a clinical internship or rotation with TrueCare?

Please contact [volunteer@truecare.org](mailto:volunteer@truecare.org).

*\*\*Due to high demand in clinical internships, TrueCare is limited to accepting students from select Southern California universities only. Please inquire for more information*

