



INDIAN HEALTH CENTER OF SANTA CLARA VALLEY INC.

Business/Finance Office
1211 Meridian Ave.
San Jose, CA 95125

Medical and Dental
1333 Meridian Avenue
San Jose, CA 95125

WIC
1685 Westwood Dr, #4
San Jose, CA 95125

Counseling & Wellness Center
602 East Santa Clara St.
San Jose, CA 95112

Phone (408) 445-3400

Fax (408) 448-1727

www.indianhealthcenter.org

POSITION: VOLUNTEER – ADMINISTRATION/RECEPTIONIST

REPORTS TO: Director of Operations

The Indian Health Center is a nonprofit, community based organization that has been serving the American Indians, their families and other diverse cultural populations for more than twenty years. The Center offers Medicine, Dentistry, Community Health, substance abuse treatment, Counseling, a WIC program, a Medical Nutrition program, health education, outreach, and case management.

We are in need of volunteers for the following positions:

Administration: We are in need of volunteers to help in our administration office answering phones, sorting mail, filing and greeting people. Since a lot of our clientele are Spanish speaking and you will be on the phone, people who are bi-lingual in English/Spanish are preferred.

If interested in volunteer work experience, as an employer, we can give you a letter of reference based on time, attendance and work experience.

To Apply: Send a letter of interest to:

Human Resources

Indian Health Center of Santa Clara Valley

1333 Meridian Avenue, San Jose, CA 95125

Phone: (408)445-3400 x351 Fax (408) 448-1041

Email: rstarzyk@ihcscv.org

Please state this is for the Volunteer position.

Thank you for your time!