

# VCU World Studies

V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

## CrossOver Health Care Ministry

[www.crossoverministry.org](http://www.crossoverministry.org)

**Availability:** Offered fall, spring and summer.

**Internship Contact:**

*Jackie Wornom Griggs*  
Volunteer Coordinator  
CrossOver Healthcare Ministry  
8600 Quiocassin Road, Suite 102  
Richmond, VA 23229  
(804) 422-2600 EX. 119  
[jgriggs@crossoverministry.org](mailto:jgriggs@crossoverministry.org)

**Mission:** Cross Over Ministry is a faith-based free clinic that provides medical care and health education for low income, uninsured residents of the Richmond area. Locations in central Richmond, Chesterfield County, and western Henrico County.

**Intern Responsibilities:** We have a number of opportunities in our development and administration departments, however, most interns help in the front office area of the clinics • Scheduling appointments • Preparing charts for medical visits • Filing • Interpreting for medical visits (primarily Spanish and Arabic) Language/Skill Requirements: • Prefer Spanish or Arabic speakers • Good oral and written communication • Reliable, punctual, and independently motivated

**Hours & Pay:** We are open at least 40 hours per week, from 8:30 – 5:00. Some evening and limited weekend opportunities are available as well.

**Volunteer Opportunity Application Process:** Please complete the student volunteer application found on the CrossOver website. Once the application is complete, submit an introductory email with a resume to Jackie Griggs. Selected applicants will be interviewed. Interns offered a position will also need to attend orientation before they can begin their internship.

**Updated:** 3/17/2016