

Sparrow Health System Volunteer Services

POSITION DESCRIPTION

Title: Division III

Location: St. Lawrence Campus

Purpose: To collate nurses charts for nursing units within the hospital. Also performs miscellaneous clerical duties as required by the Administrative Secretary in the Volunteer Services department.

Responsibilities: Each group of charts has 5 to 14 forms.
Each volunteer has 2-3 forms of the chart
Each volunteer gathers their forms, keeping charts in order
After all forms have been collated, the packet is clipped together and packed into boxes.
Some volunteers walk around the table and assemble charts.

Requirements: Must be registered in the Department of Volunteer Services
Must attend volunteer orientation and on the job training.
Must obtain an annual TB skin test.
Must wear photo ID badge
Must commit to a minimum of 20 hours per year.
Must pay annual membership dues of \$2.00.
Volunteers meet the third Tuesday of the month - September through June.
Serve as a role model for consistent demonstration of Sparrow Health System's Customer Service Behavioral Standards of Performance, by respecting the Privacy and Confidentiality of those we serve.
Demonstrate knowledge and respect patient, service provider, organizational confidentiality and HIPAA Security procedures and protocols as defined under the HIPAA Privacy and Security Procedures.
Follow established HIPAA privacy procedures when using and/or disclosing protected health information.
Maintain and protect patient rights under the HIPAA Privacy Standards.

Qualifications: Most volunteers sit for the majority of their shift.
Minimal heavy lifting.

Supervision: Volunteer supervision is provided by the President of the group.
Staff support is provided by the Administrative Secretary in the Volunteer Services department.