

# Sparrow Health System Volunteer Services

## POSITION DESCRIPTION

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**Title:** Sparrow Auxiliary

**Location:** St. Lawrence Campus

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**Purpose:** To make 10,000 flannel baby blankets for the nursery each year.

**Responsibilities:** Cut, baste, sew or trim thread & fold blankets.  
Meet quota that has been assigned by the North Grand River Cooperative Laundry.  
Maintain records of meetings.  
Take home 100 blankets and baste, press and/or hem each calendar year.

**Requirements:** Must be registered in the Department of Volunteer Services.  
Must attend volunteer orientation and on the job training.  
Obtain TB test upon start and yearly thereafter  
Members are committed to a minimum of 40 hours per year for membership, 24 of which include attendance at meetings.  
Meet on the second and fourth Wednesdays from September through April.  
Members are encouraged to baste, press or stitch at least 100 blankets outside of meeting times.  
Annual membership dues are \$5.00.  
Photo ID must be worn during meetings.  
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:** Cutters and folders stand for the majority of the shift.  
Basters and sewers are seated most of the shift.  
Volunteers may rest or walk around at will.  
Sewing members clean and lift machines, weighing approximately 15-20 lbs.

**Supervision:** Volunteer supervision is provided by the President of the Auxiliary. Staff support is provided by the Director, Program Coordinator, and Administrative Secretary of the Volunteer Services department.

Lunch is served during meetings for a nominal fee.

Revised: June 2005