

Sparrow Health System Volunteer Services

POSITION DESCRIPTION

Title: Mary Magdalen League

Location: St. Lawrence Campus

Purpose: To maintain and operate the Gift Shop for the benefit of the patients, visitors and hospital fundraising efforts.

Responsibilities: May include all or some of the following:
Sell merchandise.
Accept payment and make change.
Maintain stock.
Buy merchandise for a specific department.
Arrange display cases.
Maintain accurate record of sales and cash.
Take inventory.
Mark in merchandise.

Requirements: Must be registered with the Department of Volunteer Services.
Must attend volunteer orientation and on the job training.
Minimum of one work period per month plus 5th week coverage as assigned.
Must secure own substitute if unable to work assigned shift.
Must obtain a TB test yearly.
Must commit to 52 hours per year
Must be 18 years if age or older
Must pay membership dues of \$10.00.
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: Mature and pleasant.
Comfortable meeting the public.
Able to respect patient confidentiality.
Able to accept persons of all races, creeds, ethnic background, sex, age and Disability.
Mobility, speech, hearing and sight correctable to normal levels.

Supervision: Directly responsible to the Shop Manager.
Overall responsibility rests with the Program Coordinator of Volunteer Services.

Hours: Monday through Friday 9:00-1:00 1:00-5:00