

Sparrow Health System Volunteer Services

POSITION DESCRIPTION

Title: Sparrows

Location: St. Lawrence Campus

Purpose: To make stuffed toys for pediatric patients in Emergency, EEG, Oncology, Radiology, Endoscopy, and the FastTrack urgent care facility. The toys provide a sense of security to pediatric and patients in both the outpatient inpatient settings.

Responsibilities: General activities required: cutting fabric, painting fabric, pinning and sewing by machine or hand. Members may do any one or more of the listed activities.

Requirements: Must be registered in the Department of Volunteer Services.
Must attend volunteer orientation and on the job training.
Must commit to a minimum of 35 hours per year (can be earned at home also)
Must pay annual dues of \$5.00 for active members and \$7 for inactive members.
Must obtain TB skin test annually.
Meet the first Monday and third Wednesday of every month.
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: Be able to sit for period of time.
Experience with crafts and sewing is desirable, but not necessary or required.

Supervision: Volunteer supervision is provided by the President of the Sparrows.
Staff support is provided by the Program Coordinator and Administrative Secretary of the Volunteer Services Department.