Title: Mother/Baby
Position Reports to: Mother/Baby Center Staff
Location: Sparrow Campus-3rd Floor
Age of Population Served: Adult/Infant

General Purpose: Volunteers in the Mother Baby unit are a valuable asset to our team and assist in providing out patients with a positive experience.

Essential Duties:  
This description is intended to cover the minimum essential duties assigned on a regular basis. Volunteers may be asked to perform additional duties by their department.

- Answer call lights
- Answer phones
- Put discharge packets together
- Filing
- Pass water, juice, snacks
- Stock rooms
- Set up patient rooms
- Discharge patients via wheelchair

Required Responsibilities of the Volunteer:  
- Obtain a copy of your immunization record indicating proof of 2 MMR vaccines and have a TB Skin test performed.
- In the event of an absence (planned or otherwise), contact the Nurses’ Station and the Youth Volunteer Coordinator.
- Demonstrate knowledge and maintain respect for patients right to privacy by following the HIPAA Privacy and Security policies and procedures.
- Adheres to ICARE values and standards of behavior (Innovation, Compassion, Accountability, Respect, Excellence ).
- Role model behaviors that value diversity of our patients, volunteers, associates, and customers and supports creating an environment that is inclusive, welcoming and respectful.
Communicates with patients, families and customers using AIDET (Acknowledge, Introduce, Durations, Explanation, Thank).
• Works in a safe manner and promptly reports any hazards identified in the work environment or related to assigned responsibilities.
• Volunteer one three-hour shift each week.
• Maintain proper uniform including wearing the Sparrow ID Badge

Physical Aspects of this position:
This position requires walking (60%), standing (30%) sitting (10%), light lifting, reading and communicating face to face with visitors and medical staff

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<th>Rare</th>
<th>Occasionally</th>
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<td>Unassisted Lifting 0-10 lbs</td>
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<td>Answering the phone</td>
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Health Considerations for this position:
Due to health risks, if a volunteer is pregnant, she should not volunteer in this area.

Chicken Pox can be very dangerous to a newborn. If you have NOT had Chicken Pox and have been recently exposed, do not volunteer until you have been cleared to serve by your physician and Sparrow. Please call the Director of Volunteer Services in the event of exposure.

Proof of the MMR immunization must be provided before volunteering in Mother/Baby

Work Environment:
The Mother/Baby volunteers perform their duties on the Mother/Baby Unit. The work requires pushing wheelchairs and going outdoors when a mother and baby are discharged from the hospital. Other types of work take place in patient rooms and in offices.

Available shifts: One per shift
Sunday through Saturday-Three- hour shifts: 10:00am-1:00pm; 1:00p-4:00pm;

Last updated 2-13, 4-15, 4-16, 4-18, 4-19