Summer Teen Volunteer Services Position Description

Title: Sparrow Specialty Hospital - 8West  
Position Reports to: Sonny Ndowu  
Location: Sparrow Campus-8th floor - Tower  
Age of Population Served: Adults  

General Purpose: Teen Volunteers that work in Sparrow Specialty Hospital will perform a variety of tasks which will assist management and nursing staff while ensuring patient satisfaction.  

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.  

- Help with observation and documentation of the hand hygiene program to ensure compliance with hand hygiene policy.  
- Stock supplies in nourishment rooms.  
- Bring up laundry.  
- Pack and organize the laundry room.  
- Help keep the unit tidy and create a conducive environment for caregivers, patients, families and visitors.  

Required Responsibilities of the Volunteer:  
- Demonstrate knowledge and maintain respect for patient’s 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, and 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.  
- In the event of an absence (planned or otherwise), contact the department and the Youth Volunteer Coordinator.  
- Maintain proper uniform including wearing the Sparrow ID Badge.
• Be open and flexible to tasks assigned. Communicate what tasks are completed and whether or not there were barriers to the completion of the task.
• Be a TEAM player and always willing to help.
• Be RESPECTFUL!

Physical Aspects of this position:
This position requires sitting, standing or frequent walks during a 4-hour shift.

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Work Environment:
The Neuroscience Unit is located on the 9th floor of the Tower. The unit has 21 private rooms for patients.

Available shifts – one per shift
Monday through Friday- 9am – 12pm

Last updated 4-16, 4-19