Volunteer Services Position Description

Title: The Sparrows
Position Reports to: Volunteer Services
Location: St. Lawrence Campus
Age of Population Served: ALL

General Purpose: To make stuffed toys and neck pillows for patients in various units of the hospital. The toys and pillows provide a sense of security to patients in both the outpatient and inpatient settings.

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.

Members may do any one or more of the listed activities.
General activities required:
- Cutting fabric
- Painting fabric
- Pinning and sewing by machine or hand
- Stuffing toys with poly-fil
- Members also ensure other requested projects are completed as approved.

Required Responsibilities of the Volunteer:
- 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) and Volunteer Promise.
- 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.
- Must have TB Skin test when starting service and an annual Flu vaccination. Verification of both must be submitted to Volunteer Services.
- Volunteer a minimum of 30 hours annually after the initial year.
• Maintain proper uniform including wearing the Sparrow ID Badge.
• Pay Annual membership dues of $5.00 to support general group activities of which $1.00 goes to the Sparrow Women’s Hospital Association.
• The group meets from 9:00 – 12:30 p.m. on the first Monday and the third Wednesday of the month.

Physical Aspects of this position:

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<thead>
<tr>
<th>Factor</th>
<th>N/A</th>
<th>Rare</th>
<th>Occasionally</th>
<th>Frequently</th>
<th>Constantly</th>
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</thead>
<tbody>
<tr>
<td>Unassisted Lifting 0-10 lbs</td>
<td></td>
<td>X</td>
<td></td>
<td>X</td>
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<td>11-30</td>
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<td>31-50</td>
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<td>X</td>
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<tr>
<td>Standing</td>
<td>X</td>
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<td>Walking</td>
<td>X</td>
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<td>Sitting</td>
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<td>X</td>
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<tr>
<td>Carrying</td>
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<td>Bending/Twisting</td>
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<td>Pushing</td>
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<td>Listening on the phone</td>
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Work Environment:

Volunteers work as a group and frequently have sewing machines running so one would expect a moderate to high noise level. There should be relatively no climate issues.

Last updated 4/16, 7/11, 8/07