



## Teen Volunteer Services Position Description

**Title:** Mother/Baby

**Position Reports to:** Mother/Baby Center Staff

**Location:** Sparrow Campus

**Age of Population Served:** Adult/Infant

**General Purpose:** Teen volunteers provide support to nursing staff by stocking supplies, setting up rooms, delivering juice and supplies to mothers, discharging patients and offering assistance to the staff in the Mother/Baby Center.

### **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.*

- Assist families and visitors with questions and directions to patient rooms.
- Set up rooms for new patients.
- Ensure the kitchen area is clean and stocked.
- Offer juice and water to patients. Deliver supplies as needed
- Assemble paper packets and discharge bags.
- Ensure that cabinets are stocked with supplies.
- Transport mother and babies to their car upon discharge from the hospital.
- Assist staff with additional tasks.
- Answer call lights when necessary.
- Make ice packs.

### **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 two/three-hour shifts each week.
- Maintain proper uniform including wearing the Sparrow ID Badge
- Pay Annual membership dues of \$2.00 to support group activities. This amount includes \$1.00 to the Sparrow Women’s Hospital Association.

**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

Factor	N/A	Rare	Occasionally	Frequently	Constantly
Unassisted Lifting 0-10 lbs 11-30 31-50				X	
Standing				X	
Walking					X
Sitting				X	
Carrying			X		
Bending/Twisting				X	
Pushing				X	
Listening on the phone				X	

**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

Monday through Friday-Two-hour shifts -4:00pm-6:00pm and 6:00pm-8:00pm

Saturday and Sunday-Three-hours shifts – 10:00am-1:00pm; 1:00pm-4:00pm and 4:00pm-7:00pm

Last updated 2-13