

Volunteer Position Description

Position: Mother Baby Clinical Volunteer
Department: Providence Sacred Heart Birth Place
Supervisor: Mother Baby Clinical Nurse Manager and Volunteer Services Management
Shifts: Daily – 10 – 1 p.m.; 4 – 7 p.m.;
Created: February 2007

REVIEWED:
08.21
11.19

Position Summary

Supports Mother Baby Clinical staff, as defined in the Essential Duties section, to help ease the way for patients and visitors.

NOTE: May *not* float outside of assigned position.

Qualifications

- Communicates clearly and respectfully with others.
- Maintains confidentiality and models it for others.
- Speaks, reads and writes the English language.
- Excellent customer service skills and has a sincere interest in serving others.
- Accepts supervision and adheres to hospital policies.
- Flexible in responding to change.
- Acts appropriately when dealing with critical, stressful and/or unexpected situations.
- Recognizes own limitations and seeks help from appropriate sources when needed.
- Dependable and punctual; openly communicates scheduling changes, including notifications of absences.
- Willing to receive an annual flu vaccine (provided at no cost). Or, must sign a declination form and, during high flu season (per Spokane Regional Health District), be willing to wear a mask while at the hospital.
- Willing to make a minimum six-month commitment on a regularly scheduled basis (generally one shift per week).
- Good organizational skills with an attention to detail.
- Must be at least 16 years old.
- Must not wear cologne/perfumes, scented lotions or deodorant during volunteer shift.
- Must not wear artificial nails (per infection control policies).

Health Requirements*

To protect you and our vulnerable patients, you must meet and/or provide documentation of the following:

- **Flu vaccine:** During flu season (Oct-May), receive an annual flu vaccine or sign a declination. If not vaccinated, you must wear a mask during high flu season (per regional health district) wherever patients may be present.
- **Tuberculosis (TB) testing:** Blood test for TB (current within 30 days). If you have a history of positive TB, you will be required to provide test results, chest x-ray reports and medical provider documentation.
- **Measles, mumps and rubella (MMR):** Two MMR vaccines and/or positive MMR titers or sign a declination.
- **Chickenpox (Varicella):** Two Varicella vaccines and/or a positive Varicella titer or sign a declination.
- **Hepatitis B (Hep B):** Hep B vaccinations (series of three) and a post-vaccination series titer or sign a declination.
- **Tetanus, diphtheria, and pertussis (Tdap):** Tdap vaccine and/or positive Tdap titer or sign a declination.

**If you cannot provide documentation and are 18 years of age or older, tests and immunizations will be offered at no cost, unless otherwise indicated. If you cannot provide documentation and are 16-17 years old, tests and the flu vaccine will be offered at no cost, with parent permission; however, you will be referred to your primary care provider for all other immunizations. .*

Physical Requirements

- Vision and hearing within normal range.
- Able to lift and carry objects up to 25 lbs., or within own weight limitations.

- Able to provide wheelchair transportation up to 200 lbs., or within own weight limitations.
- Able to walk, reach, bend and stand for periods of time.

Work Hazards

- Potential exposure to infectious diseases.
- Potential exposure to blood and body fluids.
- Potential contact with combative/confused visitors and patients.

Essential Duties

- Assist staff in the Mother Baby clinical unit, including:
 1. Answer phones
 2. Run errands as directed by the Health Unit Coordinator and/or nursing staff
 3. Assists with stocking patient rooms
 4. Check waiting rooms to ensure coffee is made and room is tidy
 5. Check on families in waiting room to see if there is anything they need
 6. Assist in any other duties requested by the staff
- Answer call lights.
- May pass meal trays and liquids under the direction of a Registered Nurse (RN).
- Deliver patient meals and pick up dirty food trays.
- Transport specimens to Lab.
- May be asked to provide patient comfort duties:
 1. Visit with patients
 2. Braid hair
 3. Accompany patients who are using a scooter to the cafeteria or Providence Center for Faith & Healing
 4. Play games with patients
 5. Assist patients with different crafts
- Escort and direct families and patients, help discharge patients.
- Fill and label soap bottles for breast pump parts
- Make sure VS machines and scaled are all plugged into the nursery
- Make sure lid is on tight on plastic containers on scales and that they are stocked with diapers and blue sheets
- Help set up rooms and cribs for new patient
- Stock supplies in kitchen cabinets and drawers from supply cart
- Stock isolation gowns in yellow carts on unit
- Wipe down IV pumps
- Strip rooms after discharge
- If there are scds machines on low shelf in clean hold, please take and put on the triage rack.
- Assist mom and her belongings to the car
- Assemble patient packets or baby packs, including chart packs, diaper bags, baby admit kit, others as needed.

Volunteer Position Description Acknowledgement

I reviewed the above information and have been given an opportunity to ask questions. I meet all qualifications and, with training, am able to perform all duties related to this position. I understand that it is my responsibility to decline any task that is outside the boundaries of this position and to decline any task that I am not prepared to safely perform.

Applicant Signature

Date

Our Mission

As expressions of God's healing love, witnessed through the ministry of Jesus, we are steadfast in serving all, especially those who are poor and vulnerable.

Our Core Values

Compassion · Dignity · Justice · Excellence · Integrity