



ROTARY COMMUNITY BREAST MILK BANK

VOLUNTEER JOB SPECIFICATIONS

This is a voluntary position and volunteers are not paid by either the Rotary Milk Bank, or St George's Hospital.

Volunteer Skills Required

- Committed to supporting breastfeeding
- Good communication skills
- Computer literate
- Attention to detail
- Accuracy in record keeping and filing

Confidentiality and non-disclosure

- During the course of the work with the milk bank, the volunteer shall have access to confidential information including (but not confined to) information about the milk bank's professional practice and patient information.
- Under no circumstances is this information to be disclosed with any person unless expressly authorised to do so by a Rotary Community Breast Milk Bank trustee or board member in writing. This requirement to observe confidentiality extends both during the working relationship as well as after the working relationship.
- _____ recognises the requirement for the Rotary Milk Bank to observe absolute confidentiality in her dealings with those using the service and she acknowledges that her own responsibility in this regard rests at a similar level.
- Availability to work – approximately one or part of a day per month

Job Description

- **Support health professionals** with the paperwork involved with recruiting donors
- **Support breast milk donors/recipients/care givers** through the donation process.
- **Input computer data** for both donors and recipients.
- **Receiving donor milk** according to guidelines.
- **Preparing donor milk** for transport to the CWH NICU according to guidelines.
- **Transporting donor milk** to and from the CWH NICU according to guidelines, using your own transport.
- **Instructing donor mothers** on policies and procedures; health and safety; when giving out the Donor Kit
- **Instructing recipient mothers** on policies and procedures when storing and preparing donor milk for their baby.
- **Cleaning.** From time to time it may be that the volunteer is required to dust the Milk Bank Room or clean the freezers.

Volunteers Signature.....Date.....