



ROTARY COMMUNITY BREAST MILK BANK

VOLUNTEER JOB DESCRIPTION

This is a voluntary position and volunteers are not paid by either the Rotary Community Breast 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 Recipient or Donor 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 Community Breast Milk Bank to observe absolute confidentiality in dealings with those using the service and acknowledges their own responsibility in this regard.
- Availability to work –a minimum of 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/dispensing process.
- **Input computer** for activity log and other logs.
- **Receiving donor milk data** according to guidelines.
- **Preparing donor milk** for pasteurisation according to guidelines.
- **Instructing breast milk donors** on policies and procedures; health and safety; when giving out the Donor Kit
- **Instructing recipient parent / caregiver** 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 clean the Milk Bank Room/s or clean the freezers.

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