

Volunteering with Wakefield Hospice...

## Role Description:

### Wakefield Hospice Bereavement Support Volunteer

**Volunteer role in:** Bereavement Services - Day Therapy Unit

**Volunteer responsible to:** Bereavement Co-ordinator/ Counsellor & Volunteer Coordinator

**Volunteering location:** Wakefield Hospice

**Supported by:** Hospice Bereavement Team / Volunteer Services

#### Summary of Role:

- Supporting bereaved clients through their grief
- Supporting and being part of the Bereavement Team

**NB: This role is not giving advice or telling individuals what to do, but recognising the value of being alongside and supporting people in their grief.**

#### Usual role hours/shift:

1 weekday shift - Thursday mornings

#### Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Volunteer Services department, or the Hospice Bereavement team as soon as possible.

#### Volunteers may be asked to help with:

- Provide Bereavement Support at our fortnightly group
- Welcome clients and offer refreshments hospitality
- Assist with housekeeping - set up/clear away
- Contribute to Briefs/Debriefs
- Basic Administrative Support if appropriate- Contact Letters, archiving notes, shredding
- Supporting clients and staff at Bereavement Events - Light Up a Life /Lights on the Lake

### Volunteers must:

- Maintain the Hospice code of confidentiality in regard to service users, their family carers and all business matters
- Observe and implement the Hospice policies on fire, health and safety, manual handling, infection control, safeguarding and cash handling, reporting any hazards or concerns promptly
- Participate in mandatory training and training deemed necessary for specific roles
- Undertake Bereavement Awareness training Day/s
- Maintaining Professional Boundaries Training
- An enhanced DBS check must be completed before volunteering can commence

### Training:

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations, ensure volunteers are well supported in performing their role and to provide opportunities to undertake additional training for personal development. The Voluntary Services department will ensure that volunteers are informed of, and booked on to, all mandatory and statutory training.

### Mandatory and statutory training identified for this role:

- Volunteer Induction
- Mandatory Training
- Maintaining professional boundaries training
- Bereavement awareness training day

### Person specification/skills required:

- Excellent communication and active listening skills
- Understanding of loss, grief and bereavement and how this impacts on individuals
- Ability to Provide emotional/psychological /spiritual support
- Good level of self-awareness
- Warm, Caring and Compassionate nature

*NB: It is important that you do not have unresolved bereavement issues*

**To apply for the role, please complete a Volunteer Application form and return to Sophie Baker, Wakefield Hospice Volunteer Services Coordinator.**

**Email:** [vs@wakefieldhospice.co.uk](mailto:vs@wakefieldhospice.co.uk)

**Post:** FAO Sophie Baker, Wakefield Hospice, Aberford Road, Wakefield, WF1 4TS