

Volunteering with Wakefield Hospice...

### Role Description:

## Wakefield Hospice Day Therapy Unit / Drop-In

**Volunteer role in:** Day Therapy Unit (DTU)

**Volunteer responsible to:** Day Therapy Leader

**Volunteering location:** Wakefield Hospice

**Supported by:** Hospice Day Therapy Team / Volunteer Services

### Summary of Role:

To work under the direction of the Day Therapy Leader and salaried staff, extending the practical and supportive help offered to Drop-In service users

### Usual role hours/shift:

Fridays 9.00am-4.00pm.

### Reporting absences:

If you are unwell, going on holiday or are otherwise unable to undertake your shift, please contact the Volunteer Services department, the DTU or the Drop-In Team as soon as possible.

### Volunteers may be asked to:

- Contribute to briefing and debriefing meetings if possible to discuss service user information and to receive personal support from colleagues
- Report to staff any concerns regarding service users
- Greet service users on arrival
- Offer and serve refreshments
- Assist with setting up and carrying out art and other creative activities
- Spend time listening to service users
- Encourage and facilitate activities
- Assist with general housekeeping duties eg. tidying up after activities, washing up etc.

### Uniform:

Tabard/apron or volunteer t-shirt (provided by the hospice), flat, closed-toe shoes, volunteer badge, disposable apron (when assisting with meals). For infection control reasons, short sleeves and no jewellery below elbow (except for a wedding ring).

### 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

### 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
- DBS check required before starting in role

### Person specification/skills required:

Volunteers in this role need to have excellent communication skills, discretion, tact and sensitivity. A non-judgmental attitude is essential. Skills / experience of art and craft activities are useful but not essential. This is **not** a counselling role.

**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