NHS
Rotherham Doncaster and South Humber
NHS Foundation Trust

Volunteer Role Description

Role Title	Support to the Carer's Group
Purpose of the role	To assist with the set up, delivery and the completion of the Carer's group which takes place at two week intervals at the Woodlands. This covers the patients and carers of patients from both the Brambles and Glades ward, and includes participation in activities with the patients and carers.
Where	The Woodlands, Rotherham.
When	The group takes place every two weeks, alternating between the wards on Fridays. The group takes place at 13:30; it would be helpful to have a volunteer between 11:30-15:30, to help staff with the set up and clearing up before and after the group.
Tasks to be undertaken	Volunteers might be expected to engage with the following: • Setting up of the environment, such as moving tables, preparing cakes and tea. • Service cakes and tea to patients and their families • Being involved in or delivering activities to the group • Supporting patients and their families throughout the group • Speaking to patients and their families (general conversations) • Clearing up following the group
Tasks not to be undertaken	• Supervision or management of other volunteers • Any clinical care or tasks (including personal care, such as taking to the toilet). • Provide advice or counselling. • Recording or checking patient notes, including use of electronic patient records • Delivery / transport of stock to take out to nurses and / or patients in the community
Skills, Attitudes and Experience needed	• Ability to converse with and engage with a wide variety of individuals, including patients with mental health difficulties or dementia, the people around them and staff members. • Able to follow instructions • Tidy and methodical • To be punctual and reliable • To adhere to the dress code for the area in which they volunteer. To aid recognition by staff, patients, service users and visitors you must wear your ID badge at all times. • Be able to work as a member of a team. • To behave professionally and treat others with dignity and respect at all times and adhere to the principles of the Trusts Equality and Diversity Policy
Training	• Trust Induction and annual mandatory and statutory training • Training specific to the role
Risk Assessment	• Service to undertake the volunteer risk assessment at least annually, and / or in accordance with any changes as required (i.e. environmental changes)
Support / Supervision	• Day to day supervisor: To be confirmed upon commencement. Depending on the nature of the volunteer role and the supervisory needs of the volunteer, the nature of the supervisory relationship may range from day to day oversight of the work, along with availability of the supervisor for advice, to some level of formal supervision, • Responsible Manager of service area: To be confirmed upon commencement • Peer Supervision: to be provided on request via Volunteer Coordinator
Expenses and Recognition	• Reimburse the cost of travelling expenses to and from the volunteer role area

	• Provide volunteers with a meal if they work for more than four consecutive hours in any one day. • Annual volunteers celebration
How to apply / what happens next	Information to be completed by the Responsible Manager and agreed with the Volunteer Coordinator
Created, by whom	• Day to day supervisor: To be confirmed upon commencement • Responsible Manager: To be confirmed upon commencement • Volunteers Coordinator Date