

**SAINT FRANCIS HOSPICE**

**VOLUNTEER ROLE DESCRIPTION**

<b>ROLE TITLE</b>	YOUNG ADULT GROUP ASSISTANT
<b>GRADE</b>	Volunteer
<b>HOURS OF DUTY</b>	4pm – 7.30pm third Wednesday in each month
<b>REPORTS TO</b>	Young Adult Group Lead
<b>KEY RELATIONSHIPS</b>	Young Adult Group Lead Young Adult Group Assistant
<b>RESPONSIBLE FOR</b>	None

**JOB SUMMARY**

To attend the monthly Young Adult Group and to assist the group lead with activities within the group such as colouring, computer games, painting, listening and talking to attendees and their carers

**MAIN DUTIES AND RESPONSIBILITIES**

- A passion for working with young people, in particular those with life-limiting conditions
- Willing to give up late afternoon and evenings to attend a monthly group
- Confident in meeting and talking to new people
- Good communication and written skills
- Ability to be creative and work creatively
- Empathetic , non-judgemental and respectful
- Has ability to listen to difficult conversation
- Must be able to travel independently to and from the hospice site
- Some awareness of the challenges young people with life-limiting conditions are facing
- Desirable: Knowledge of setting up and using technology including game console, i-pads etc

## **ADDITIONAL REQUIREMENTS OF POSTHOLDER**

**SENSITIVITY AND PROFESSIONALISM:** As an employee of Saint Francis Hospice you should expect that it is likely that you will come into contact with patients, their families and members of the public who are at the end of life or recently bereaved. All employees are expected to respond to people recounting and expressing their emotions about such events with sensitivity and understanding, and to know enough about the services that the Hospice provides to be able to signpost people who may benefit from our services to the relevant contacts.

**CONFIDENTIALITY:** The post holder must maintain confidentiality, security and integrity of information relating to patients, staff and other hospice matter during the course of duty. Any breach of Confidentiality may become a disciplinary issue.

**DATA PROTECTION:** It is the responsibility of all staff to be aware of their obligations in respect of the Data Protection Act 2018.

**EQUAL OPPORTUNITES:** The hospice is committed to the development of positive policies to promote equal opportunity in employment and has a clear commitment to equal opportunities. All employees have a responsibility to ensure that they understand the standards expected and that they promote and adhere to the equal opportunity measures adopted by the hospice.

**HEALTH AND SAFETY:** All staff must be familiar with section 2 of the Health & Safety Policy, Organisation of Health and Safety. This documents sets out the responsibilities of all staff for health and safety, whether in a supervisory capacity or not. Policy section 3 (arrangements for Health and Safety) provides an overview of training for competence in Health and Safety matters.

**HOSPICE IDENTITY BADGES:** Hospice ID badges must be worn at all times whilst on duty.

**SMOKING:** The hospice acknowledges its responsibility to provide a safe, smoke free environment, for its employees, service users and visitors. Smoking is therefore not permitted at any point whilst on duty, in accordance with the guidelines set down within the Hospice No Smoking Policy.

### **REGISTRATION COMPLIANCE/CODE OF CONDUCT:**

All employees who are required to register with a professional body to enable them to practice within their profession are required to comply with their code of conduct and requirements of their professional registration.

**WORKING TIME REGULATIONS:** The 'Working Time Regulations 1998' require that you should not work more than an average of 48 hours in each week. For example, in a 26 week period you should work no more than 1248 hours.

## **PERSON SPECIFICATION**

### **VOLUNTEER – YOUNG ADULT GROUP ASSISTANT**

E = ESSENTIAL	D = DESIRABLE
<b>Demonstrating the Hospice Values – Supportive, Compassionate, Inclusive and Respectful, Professional, Always Learning</b> <i>This section is mandatory do not change</i>	
<p><b>Supportive</b> - The ability to listen to and value peoples’ experience and use them to give the personal support that is right for everyone.</p> <p><b>Compassionate</b> - The ability to be kind and treat everyone we meet with care and compassion. The ability to be friendly and put people at the heart of our actions and words, supporting people’s choices and decisions, helping them to feel safe, secure and valued.</p> <p><b>Inclusive and Respectful</b> - The ability to be open and transparent and value each person’s individuality. To be able to show respect for everyone and value diversity. To be mindful that our different experiences and knowledge make us stronger and together we achieve more.</p> <p><b>Professional</b> - The ability to do your best, in providing the appropriate care and expertise to those who need us and support us.</p> <p><b>Always Learning</b> - The ability to be open and outward looking, always ready to adapt and change, looking for better ways of doing things, by learning from each other and from the ever changing world around us.</p>	<b>E</b>
<b>Qualifications &amp; Training</b>	
<input type="checkbox"/> <ul style="list-style-type: none"> <li>• <i>E-learning/Mandatory training for volunteers</i></li> <li>• <i>Enhanced DBS Check</i></li> <li>• <i>Introduction to the Young Adult Group</i></li> </ul>	<b>E</b>
<b>Skills/Abilities/Knowledge</b>	
<input type="checkbox"/> Caring and compassionate	<b>E</b>
<input type="checkbox"/> Patience and attentiveness to others needs	<b>E</b>
<input type="checkbox"/> Understanding of limitations within the role	<b>E</b>
<input type="checkbox"/> Confidentiality	<b>E</b>
<b>Experience</b>	
<input type="checkbox"/> Experience of working in a healthcare setting	<b>D</b>