

**Job Description**

**Job title:** VtC Volunteer Therapy & Activities Assistant

**Department:** Patient services

**Location:** St Michael’s Hospice, Bartestree

**Reports to:** Therapy Lead

**Job Purpose:**

The Volunteer Therapy & Activities Assistant will support the multi-disciplinary team in providing high quality, individualised, palliative & rehabilitative care. This approach strives to enable people to live fully until they die.

**Responsibility Areas:**

**Supporting Clinical Work**

All the below will be under the direct supervision & Guidance of a member of the therapy team at all times.

* + To Assist the Therapy Team in the provision of care & support, maximising patient independence and promoting the rehabilitative palliative care philosophy.
	+ Assist / Observe Therapy Team in basic assessments, advice and treatment on an ongoing basis.
	+ Assist Therapy Team in the delivery of therapy programmes empowering users and families to participate in the management of their illness.
	+ Contribute to ensuring a safe & comfortable environment for the patient and their families.
	+ Assist the Therapy Team in undertaking detailed risk assessments before and during clinical interventions/ activities to ensure the safety of patients and yourself.
	+ Assist the Therapy Team in identification, devising, planning and delivery of various activities to promote health and wellbeing.
	+ Assist the Therapy Team & wider MDT in identifying hobbies, activities or pursuits that individuals may wish to engage with.
	+ Assist the Therapy team with checking and maintaining adequate levels of equipment for the service.

The following may be undertaken without direct supervision, following appropriate training / guidance but Only If requested to do so by one of the Therapy Team and they take responsibility for risk Assessments.

* Assisting participation in activities away from the bedside/ care area (e.g Outside gardens) walking or using a wheelchair
* Assistance in arts & crafts activities with individuals or groups

**Communication**

* Establish & maintain effective communication & working relationships with the Therapy team and wider Care team
* Enable patients/ relatives/ carers to express what matters to them or concerns them, and ensure this information is shared with the wider team
* Recognise own limitations & that of the role (boundaries) when offering support – refer on to Therapy Team.
* Report any concerns you have to the senior member of staff on duty.

**Health & safety**

* Act at all times to promote the safety & wellbeing of patients, visitors & others using the premises in accordance with policies, guidance and instructions.
* Ensure the environment is free from hazards and kept clean & tidy – report any concerns to Therapy Lead or senior nurse on duty.

**Training and Development**

* + You will be expected to attend mandatory training identified as being appropriate to this role.
	+ You will be provided with 60 hours of additional training, This will include: full induction, Individualised Training Portfolio, career development support, Role specific training
	+ You will have the ability to attend a wide range of training days offered by the Education Team

**Person Specification**

**1) Knowledge and Experience**

As this post is part of our Volunteer to Career (VtC) programme it is open to those with no prior experience, however knowledge of the following would be helpful:

* + Some awareness of the Hospice function and Therapy roles.
	+ Ability to communicate well with others.
	+ Can demonstrate communication with sensitivity and good active listening skills.
	+ Can work well as part of a team, or understands what makes a good team
	+ Is reliable, committed and can work under instruction / guidance.

**This post is conditional to an enhanced Disclosure and Barring Service (DBS) Check.**

**Applicants must be aged 16yrs or over to fulfil VtC requirements.**

**Equal Opportunities Statement**

At St Michael’s Hospice we are committed to an equal opportunities approach in everything we do. This means that we seek to ensure anyone connected with St Michael’s, from patients and families through to donors, supporters, volunteers and staff are treated fairly, appropriately and with dignity and respect.

August 2024