



VOLUNTEER ROLE DESCRIPTION

Role	Art and Craft Support in Creative and Support Therapy
Location	Creative and Support Therapy, Support and Well-Being Department, East Lancashire Hospice
Accountable to:	Head of Support and Well-Being <i>(This person will be your main point of contact while volunteering. They will provide you with the support and supervision necessary for you to perform your role)</i>
Role requirements:	Two Satisfactory references Enhanced DBS check Occupational Health Check

Role Summary

Under supervision and direction of professional staff, to support patients attending Creative and Support Therapy in accessing arts and crafts activities with a focus on the therapeutic value of these tasks as an experience. To ensure that general maintenance of the craft area is completed.

When we need you to be available

The expected commitment for this role is to be agreed on an individual basis – ideally a commitment of 3-4 hours a week is required on either Tuesday, Wednesday, Thursday and Friday.

What we would like you to do

1. To ensure all volunteers comply with current policies and procedures applicable to the role
2. To undertake training and development applicable to the role.
3. To project a friendly approach to patients, staff, volunteers and visitors at all times
4. To respect all information concerning volunteers, employees and patients as strictly confidential at all times.



5. To ensure that all Health and Safety Rules are adhered to at all times. No appliance or equipment should be operated unless training has been undertaken and you are deemed competent to use it
6. Attend meetings when arranged
7. To report any repairs/faults you discover to Maintenance staff
8. To maintain accurate records of actions carried out when required
9. To ensure that all needed items are used safely and do not cause obstruction and are returned to appropriate place and stored safely
10. To sign in and check the volunteer's notice board at the start of the shift

Art and Craft – You may be expected to support by:

In the first instance supporting patients to:

- Choose projects/activities which they wish to participate in
- Locate required instructions/resources – liaising with staff on Creative and Support Therapy as to required items in a timely manner
- Facilitate patients in completing activities maximising independence where possible
- Help maintain any needed equipment
- Keep the craft area tidy
- Move furniture and equipment when required
- Use projects/activities as a therapeutic tool using the tasks as a way to explore feelings, memories and emotions

You may also be asked to:

- Assist with the manual handling of patient's who require physical assistance to transfer and mobilise – where a risk assessment is in place and it is suitable for you to do so – including when patients are accessing toilet facilities (appropriate training will be provided)
- Escort patients to the dining room and other areas of the hospice as needed



- Provide refreshments to patients as required/serve meals to patients as needed at meal times
- Assist with ordering of patient lunches

Skills, knowledge, abilities and qualities

- Experience of using arts and crafts with a group
- Problem solving to maximise patient participation
- Good communication skills
- To interact as part of a team of volunteers undertaking this role

Review of this description

This role description is intended as an outline of general areas of activities and will be amended in the light of changing needs of the Hospice. It is expected that the volunteer will be positive and flexible as possible using this document as a framework