

ACTIVITY SUPPORT VOLUNTEER

Role Description

Role Title:	Activity Support Volunteer
VS Ref No:	VS-FYL99
Location:	The Harbour, Blackpool
Time Commitment:	To be discussed
Support:	Volunteers will: <ul style="list-style-type: none"> • be recruited and supported by the Volunteer Service Team • receive a handbook, and attend a local induction • be allocated supervisor when active
To join our teams:	Complete Volunteer recruitment process including DBS if required. Complete all mandatory training and attend local induction

Role Description:

Our ability to provide a comprehensive and individually targeted programme of activities and non-clinical support for our in-patients can be enhanced by volunteers. This is evidenced through self-governance evaluations and client feedback. Volunteers can assist colleagues in providing therapeutic activities to in-patients under supervision.

- To provide specific (e.g. facilitation of music lessons) or general (e.g. available to take clients for walks, befriending) non – clinical support to in-patient clients on and off the wards at The Harbour in Blackpool depending on skills and qualities of individual volunteer.
- All on ward activities will be pre-arranged and monitored by staff in line with client need on a daily or weekly basis. Level of supervision to be defined by ward staff in line with client need and volunteer experience. **All activities will require a predetermined level of staff supervision.**
- Off ward activities will be for in-patient clients with their own leave only, but who have requested informal support from a volunteer. In these instances a volunteer will have already established a relationship with the client on the unit.
- Volunteers to attend unit at pre-arranged times and report to reception where an appointed supervisory member of the team will meet them.
- All activities to be risk assessed by appropriate ward staff.
- An Enhanced DBS with Adult Barring will be required for this role.

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Essential skill requirements

Essential requirements for this role are:

1. To follow instructions of staff as to activity to be facilitated and any relevant client information.
2. Chat to people in groups or individually.
3. Build relationships with clients, giving them confidence to make friends and join in.
4. Encourage and help clients to take part in activities.
5. Ensure service users are engaging with the activity safely, and alert supervising staff to any issues.
6. Help staff to set up and clear down the room. Prepare equipment and materials in advance of the activity taking place.
7. Feedback any relevant and appropriate information to staff at the end of the session or beforehand if necessary.
8. Develop potential new activity ideas alongside staff members and service users.
9. Volunteers with particular skills and interests may lead on small group activities such as crafts, book clubs etc.
10. If the activity is one that involves a skill, having some degree of expertise in that skill would be of benefit.
11. Good people skills are required as a lot of direct interaction will take place with the service users.
12. Be able to manage individuals or groups of people undertaking an activity.
13. Be enthusiastic about your chosen activity.
14. Be friendly and approachable – able to build a rapport with service users.

Duties not to be undertaken by volunteer

- At no time should a volunteer put themselves at risk
- Volunteers must not undertake clinical practices
- Volunteers must not give clinical advice or recommendations
- Volunteers should not enter clinical areas without appropriate personal protective equipment
- Volunteers must not write in patient notes
- Volunteers must not answer enquiries about patients from patients, visitors or staff

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