

Oxleas NHS Foundation Trust
Person Specification – Eltham Community Hospital Volunteer Meeter & Greeter

Skills and experience:

Essential

- Excellent communication skill
- Understanding the voluntary placement and the key tasks and responsibilities that need to be achieved.
- Ability to work flexibly and training sessions when required.
- Self-reflection and awareness skills- being aware of own needs.
- Willing to undergo a criminal records check and occupational health assessment.
- Work within Oxleas policies, procedures, and guidelines (PPG's) by ensuring confidentiality is always adhered to.
- Undertaking responsibility for adhering to Health & Safety requirements and attending relevant statutory training.
- Ensuring that actions and behavior falls within the equal opportunities policy.
- Always promote a positive image of mental ill health ensuring respect for the dignity and rights of individuals is always upheld.
- Be aware of Data Protection.

Confidentiality

- During your voluntary placement with Oxleas NHS Trust you may handle confidential personal information concerning either patients or staff which may be held by the Trust. You must not read, discuss, disclose, or pass on confidential information unless it is necessary in the pursuance of your legitimate duties.
- Unauthorised disclosure of such information will be treated as a serious matter. In addition, it is important that you realise that if this confidentiality is breached, this may result in civil proceedings or a criminal prosecution.
- This confidentiality must always continue, and this agreement will continue beyond your voluntary placement with Oxleas NHS Trust.