

## **Inpatient Unit Volunteer**

### **Michael Sobell House, Northwood**

Michael Sobell House has provided care and support in their hospice and across Hillingdon since 1977. The 14 bed Inpatient Unit based on site in Mount Vernon Hospital, Northwood is inclusive and welcoming and Harlington Hospice work hard to ensure that it is safe and comfortable for everyone.

Their volunteers are honoured members of the Hospice team, and their generous gifts of time and skills make what they do possible. Everyone who volunteers brings a unique insight, diverse set of skills and contributes immeasurably to the support offered to those in our community living alongside a serious or terminal illness.

You will be contributing to the day to day running of the Inpatient Unit by providing support to the Housekeeper and staff.

#### **Time Commitment**

Two to three hours per shift a week for at least one year

#### **Tasks and Activities**

- Welcoming visitors, finding chairs for them and directing them around the unit
- Distributing menus and assisting patients to make their meal choices
- Serving of meals, snacks and drinks to patients
- Replenish the water jugs
- Offering drinks to visitors
- Collecting of crockery and cutlery after meals, rinsing them and keeping the kitchenette and café areas tidy
- Keeping our patients' company; chatting to them, reading to them or assisting them in recreational activities if appropriate
- Utilising your particular skills, for example bring a musical instrument to entertain the patients if there is time

#### **Skills and Personal Qualities**

- Trustworthy and reliable
- Excellent communication skills
- Strong interpersonal skills, to deal with a diverse range of people
- Good organisational skills
- A flexible and non-judgmental approach to people and work
- Enjoy working as part of a team

### **Benefits for You**

Through volunteering you can have fun, gain new experiences and make friends, all while knowing you're making a real difference to local people.

### **Dress Code**

Appropriate dress for the role to reflect the professional image of the Hospice. A volunteer badge must be worn.

### **Training and Support**

- Attend our Volunteer Induction Programme
- Induction – shadow a volunteer for three shifts
- Regular Hospice newsletter
- Mandatory Training appropriate to the role
- Reasonable travel expenses can be claimed

### **Disclosure and Barring Service Certification**

A Standard Disclosure is required which the hospice will pay for. Specific documents applicants need to provide include passport, driving licence, birth certificate and bank statement. At least one form of ID must show your current address.

**Volunteers must be aged 18 years or older.**

### **To apply for this role:**

A H4All application form must be completed.

Two references are required and need to be cleared prior to your starting – if you have recently been in employment or voluntary work, one of your references should be from that organisation. Referees must be over 18 and have known you for at least two years. Relatives or partners cannot act as referees.

To obtain an application form:

- Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form
- Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post
- Telephone 01895-676-111 to speak to a member of the volunteering team