

## Inpatient Unit Volunteer Role Description

<b>Post</b>	In Patient Unit Volunteer
<b>Department</b>	Michael Sobell Hospice
<b>Location</b>	Michael Sobell
<b>Report to</b>	Nurse in Charge
<b>Responsible to</b>	Organisational Manager

You will be contributing to the day to day running of the Inpatient Unit by providing support to the Housekeeper; serving meals and drinks to our patients and visitors at Michael Sobell Hospice.

### Time Commitment

Three to four hours per shift a week.

### 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.

## Dress Code

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

## Training and Support

Induction – shadow a volunteer or a health care assistant for one shift

Regular Hospice newsletter

Online Mandatory Training of agreed modules which must be completed prior to starting.

## Disclosure and Barring Service Certification

Standard Disclosure required which the hospice will pay for.

## To apply for this role:

Visit [www.h4all.org.uk](http://www.h4all.org.uk) and download or print an application form OR Email [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) to request an application form to be sent to you by email or post.

Email your completed form to [volunteerhub@h4all.org.uk](mailto:volunteerhub@h4all.org.uk) OR Post your completed form to H4ALL, Volunteer Development Team, Key House, Yiewsley, UB7 9BQ. • Call 07395 282825 to speak to a member of the volunteering team