

Embec Care Ltd



The Wise Choice

TASK DESCRIPTION

Job Title: Volunteer

Responsible To: Supervisor

PURPOSE of the task

To support service users with aspects of their life to promote independence and social skills

GENERAL TASKS

To support on a regular basis, to listen, to chat, to be encouraging and to raise the self esteem of the older person.

To make a brief record of each interaction

Where appropriate:

To share interests

To go with the older person for a walk

To go with the older person to the shops

To listen to concerns

To support with arts and craft/cookery/exercise as appropriate to individual skills

Commitment

To support the older person at a time agreeable to the volunteer.

Location

A volunteer will be linked with an older person or service within the locality which is convenient for the volunteer.

Training

All volunteers will undertake initial training in such aspects as confidentiality and listening skills before beginning. Subsequent training sessions will occur from time to time as appropriate. Training to develop their own skills and interests

Volunteers will be invited to attend

Support

The volunteers will be trained, supervised and supported by Embec Care senior staff
Any problems can be referred to the Day Care Supervisor or senior staff.

Expenses

Reasonable travel and out-of-pocket expenses will be paid by Embec Care Ltd



In line with the Data Protection Act, Embec Care Ltd will keep confidential any information you give and information will not be passed on to another party unless with the client's permission. Storage of this data will be kept in a secure facility and on computer with restricted access.

