

## JOB DESCRIPTION

### Volunteer Administrator Support Porirua Day Unit

<b>Reporting to:</b>	Porirua Day Unit Co-ordinator
<b>Hours:</b>	4 hours per week
<b>Location:</b>	1a Prosser Street, Porirua
<b>Date Prepared:</b>	March 2018

#### POSITION PURPOSE

To support the Day Unit Co-ordinator in planning and preparation and evaluation of Day Unit Activities.

#### RESPONSIBILITIES

##### Volunteer liaison

- Communicating with Day Unit volunteer to form rosters for drivers, cooks and activity support people.
- Coordinating changes and sharing copies of the rosters.
- Confirming drivers and their runs the day prior to Day Unit.
- Maintaining regular contact with the volunteers that you are representing.
- Occasionally back up support or attendance at Day Unit

##### Patient liaison

- Calling patients to confirm attendance and transport arrangements
- Occasionally 'check in' and seeking informal feedback on patient satisfaction.

##### Activity support

- Support the co-ordinator in the preparation of materials to support Day Unit Activities. e.g. simple preparation of craft activities
- Support the co-ordinator in the preparation of outings. e.g. organise venues, making group bookings, booking transport

##### Health and Safety

- Adhere to Mary Potter Hospice's health and safety policies and guidelines, including infection control procedures
- Maintain own health and wellbeing

- Be mindful of hazards, and report any new hazards to your supervisor
- Identify and report risks
- Know your emergency exits
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

## PERSON SPECIFICATION

The following requirements are sought for this position:

- Intermediate to advanced Microsoft Office suite skills
- Solution-focussed, positive approach
- Good communication skills
- Good emotional intelligence and empathetic approach
- Excellent problem solving skills
- Works within Mary Potter Hospice's policies and procedures
- Has an understanding of the Treaty of Waitangi

## FUNCTIONAL RELATIONSHIPS

### Internal

- Day Unit Co-ordinators
- Manager Day Services
- Staff who coordinate and lead volunteers e.g. counsellors, Maori liaison, social workers, administration
- Other Mary Potter Hospice volunteers

### External

- Mary Potter Hospice patients

In order to meet the changing needs of Mary Potter Hospice, this job description may change from time to time.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Line Manager/Supervisor: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

### **About Mary Potter Hospice**

For nearly 40 years, Mary Potter Hospice has provided the highest quality specialist palliative care to people whose illnesses are incurable. We support patients and their families to deal with the host of significant and challenging changes.

At Mary Potter Hospice our vision is that people in our communities who need palliative care have access to compassionate and quality care, when and where they need it. To achieve this, we work alongside our many health partners to promote and provide education on quality palliative care and care planning services. We provide high quality specialist palliative care in our In-Patient Unit, in other care facilities and the community. The Hospice assists patients and their families with the quality of their life, their dying and their bereavement.

Our values are based on respect, compassion, dignity, hospitality, and stewardship.

In 2017/18 it will cost approximately \$12 million to run the Hospice. Government contract income currently funds 50% of this with the balance to be raised from the community. Donated goods sold through our retail shops is expected to exceed \$2 million (gross).

Mary Potter Hospice is proud to be regarded as one of Wellington's most loved and trusted charities.

**As at January 2018**