

POSITION DESCRIPTION

Companionship Volunteer

Reporting to:	Community Volunteer Lead
Hours:	Up to 4 hours per week (across all clients)
Location:	Patients home
Date Prepared:	June 2018

POSITION PURPOSE

To support people receiving palliative care in their own home so they can remain in the community as long as possible. The role is designed to promote and support the quality of life for Mary Potter Hospice clients who are living in their own home, as well as provide respite for carers to support their wellbeing. It is not a substitute for funded services provided by other agencies. The support offered enhances and complements other services and is not a crisis service providing essential support.

RESPONSIBILITIES

Companionship

- Companionship may include but is not limited to:
 - Sitting with the person and talking
 - Reading a book, article, letter or newspaper to the person
 - Playing cards or a board game, doing a jigsaw puzzle
 - Writing cards or letters for the person
 - Walking the person's dog with them
 - Supporting the person to do activity that is important to them
- Perform the tasks while maintaining professional boundaries and expectations outlined.

Carer Respite

- If the carer goes out:
 - Keep the person company while their carer goes offsite for up to two hours
 - Be present even if the person does not want to talk, or if they want to sleep

Be safe and responsible so the carer feels confident leaving the person at home while they go out.

Reporting

- Accurate and timely
- Inform the Coordinator Manager Day Services of any significant changes in the person's presentation or health
- Monthly Report - tasks completed and hours work for each client
- Report incidents, accidents or near misses

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 in the person's home, and report any new hazards to your supervisor and the clients' Palliative Care Coordinator
- Identify and report risks
- Know your emergency exits
- Know who to call if there is an emergency in the person's home
- Contribute to ensuring that a safe working environment is maintained at all times
- Participate in mandatory health and safety training as required

This job description does not intend to cover every detail that may be required within the role, and the expectation is that any other reasonable requests made by your supervisor will be undertaken.

OUT OF SCOPE

The role does not include:

- What a paid support worker/carers is funded to do, for example:
 - Personal care e.g. showering, toileting, medication, dressing
 - Household management e.g. dusting, vacuuming, dishes, laundry
- Responsibilities of a qualified health/medical professional, for example:
 - Nursing
 - Counselling/psychiatry
 - Massage
 - Administering medications
- What a family or friend is expected to do, for example:

- Housework
- Buying gifts

- Being a friend

- Maintenance, for example:
 - Mowing lawns and gardening
 - Changing light bulbs and washers
 - Plumbing and electrical work

FUNCTIONAL RELATIONSHIPS

Internal

- Local Volunteer Co-coordinator
- Manager Day Services
- Supervisor
- Manager Volunteer Strategy and Services and other managers
- Staff e.g. members of the multi-disciplinary team, counsellors, Maori liaison, social workers, administration
- Volunteers

External

- Person receiving palliative care
- Person's family, friends, carer

PERSON SPECIFICATION

The following requirements are sought for this position:

- Excellent interpersonal and communication skills
- Maturity and common sense
- Non-judgemental and open minded
- Excellent problem solving skills
- Ability to maintain professional boundaries
- Sensitivity, tolerance and empathy
- Self-care and stress management skills
- Ability to maintain privacy and confidentiality
- Willingness to attend orientation and training, and ongoing learning and development opportunities relevant to the role
- High level of self-awareness
- Ability to set standards for self; be self-directed and self-motivated
- Applies the Code of Health and Disability Services Consumer Rights
- Ability to work autonomously in an unsupervised environment
- Works within Mary Potter Hospice's policies and procedures
- Has an understanding of the Treaty of Waitangi and how it applies to the role
- Comfortable working with a diverse range of people e.g. various cultures, ages, belief systems, physical and mental health issues

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

Name: _____

Signed: _____ Date: _____

Supervisor: _____

Signed: _____ Date: _____

About Mary Potter Hospice

For over 35 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 2016/17 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 reach \$2 million (gross).

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

As at January 2017