

JOB DESCRIPTION

Volunteer Day Hospice - Porirua

Reporting to:	Day Hospice Coordinator
Hours:	Friday 9.30am - 2.30pm Fortnightly
Location:	Mary Potter Hospice Community Site Porirua
Date Prepared:	February 2019

POSITION PURPOSE

To support the Day Hospice Staff and establish a therapeutic environment in the Mary Potter Hospice Day Unit by implementing individual and group activities with patients.

RESPONSIBILITIES

- Helping patients feel welcome
- Assisting with various activities, including arts, crafts and games
- Organising events including food service, set-up and clean up
- Assisting patients with comfort needs, mobilising etc, as required
- From time to time there maybe general duties i.e. preparation or sorting of materials for activities

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

FUNCTIONAL RELATIONSHIPS

Internal

- Day Hospice Coordinator
- Staff based at Porirua
- Other Volunteers

External

- Hospice staff and their families

PERSON SPECIFICATION

The following requirements are sought for this position:

- Excellent communication and organisational skills
- Ability to build and maintain rapport and help people feel at ease
- Sensitive to the needs of others and able to seek help as needed
- Works well within a team and able to use initiative
- Interest in creative activities to assist patients
- Remains calm in tense or pressured situations
- Physical strength and stamina
- Sense of fun
- Dependable, diligent and a high level of integrity

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 2018/19 it will cost approximately \$13 million to run the Hospice. Government contract income currently funds less Than 50% of this with the balance to be raised from the community. Gross revenue from donated goods sold through our retail shops is expected to reach \$2 million.

Volunteers are an integral part of our team. The Hospice would be unable to achieve what it does without the gift of time from our many Volunteers. Last year we recorded close to \$1 million in donated Volunteer hours.

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

As at December 2018