

## Position Description

<b>Role:</b>	Companion Volunteer
<b>Reporting to:</b>	Community Volunteer Lead
<b>Hours:</b>	Approx 3 – 4 hours per week
<b>Location:</b>	Wellington, Porirua, Kapiti
<b>Date Prepared:</b>	<b>August 2022</b>

### Purpose of the role

The role is designed to promote and support the quality of life for Mary Potter Hospice patients who are living in their own homes, as well as provide respite for carers to support their wellbeing. The support offered enhances and complements other services and is not a crisis service providing essential support.

### Key Tasks

Companionship may include but is not limited to:

- Sitting with the patient and talking
- Reading a book, article, letter or newspaper to the patient
- Playing cards or a board game, doing a jigsaw puzzle
- Writing cards or letters for the patient
- Walking the patient's dog with them
- Supporting the patient to do an activity that is important to them
- Be present even if the patient does not want to talk, or if they want to sleep
- Keeping the patient company if their carer goes offsite for up to two hours
- Be safe and responsible so the carer feels confident leaving the patient at home while they go out

### Health and Safety

- Carry out all activities within the guidelines set out by Mary Potter Hospice's Health & Safety policies and procedures
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks
- Know who to call if there is an emergency in the person's home

### Key Competencies

- Have excellent interpersonal and communication skills
- Be non-judgemental and open minded

- Be comfortable working with and be able to build a rapport with a diverse range of vulnerable people
- Be compassionate and empathetic
- Be well presented, reliable and punctual
- Be able to work within clear professional boundaries
- Have the ability to work unsupervised
- Have a high degree of integrity and the ability to maintain privacy and confidentiality
- Be willing to attend orientation and training, and ongoing learning and development opportunities relevant to the role
- Have a clean, full current driver's licence

Signed: ..... Date: .....

(Job Holder)

Signed: ..... Date: .....

(Director)

## Appendix

### Our vision

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

### Our values

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

Please refer to our code of conduct for more detailed information on our vision, values and approach

