

# Volunteer Role Description Form

Guidance for managers completing this form:



When you have **identified a suitable volunteering role for someone**, you will need to complete this “Volunteer Role Description Form” and check that the prospective volunteer agrees on the details.



Volunteer applications are processed through CWP’s “TRAC” recruitment system: it uses the role title as the starting point for each application. **If we don’t receive the role description and line manager details first, we cannot start the application process.**



**Please return all completed forms to the Patient and Carer Experience (PACE) Team** either by email or by post.



## Volunteer Role Details

Name of volunteer	
Title of volunteering role	Beauty Therapist Volunteer
Days or hours agreed	TBC
Volunteer managed by / accountable to:	Lead Occupational Therapist
Name of staff member who will supervise volunteer:	Senior Occupational Therapist
Service / Team the person will be volunteering with:	Lead Occupational Therapist East Acute and Secure services York House. Soss Moss Site
Volunteer will be based at (location)	Dementia Care Unit – Silk Ward



## Volunteer Role Description

### Purpose of Volunteering Role – brief summary / overview

At Silk house we believe it is really important to support our patients who are living with Dementia.

Service users on Silk ward are often in the end stages of dementia but can still benefit significantly from stimulating interaction, social engagement and happiness that can be gained from something as simple as a hand-massage or hairdressing treatment.

We are looking for volunteer's – even if it's a few hours a week who can support us and the people who are living with Dementia in our care.

The post holder would support inpatient service users and the Occupational Therapy team with carrying out self-care and pamper interventions such as hairdressing, hand massage and nail painting.

This role directly supports service users in a very practical way to encourage motivation for self-care and to maintain previous levels of beauty care.

### Task Outline – details of what the role involves

- Work with Occupational Therapy team and our service users to explore what interventions are appropriate
- We expect basic interventions being hair-care, hand and nail care, hand massage.
- All items used for the hand and nail sessions will be provided by the OT department in order to adhere to the Control of substances hazardous to health (COSHH) regulations.

### Essential skills required for the role

- Beauty therapy experience
- Excellent listening and communication skills
- Be well motivated with a positive attitude
- Patience
- An interest in people
- Calm and patient manner
- Understand the importance of confidentiality and work within the guidelines and procedures of the ward area.

The post holder must always understand the importance of confidentiality and maintain confidentiality.

The post holder must adhere to all Trust policies and procedures relating to the area of work.

The post holder must be able to communicate with a range of people in a professional manner, as a representative of the Trust.

The post holder must always be smart and approachable.

The post holder must have some experience of hand and nail care.

### Training required for the role

The post holder will be required to complete all Trust mandatory training.



## Please note!



Volunteers **are not permitted to have access to CareNotes**, or any other form of patient records.



Volunteers **must not assist with the administration of medication** or handling or prescriptions, or with the moving or handling of patients.



Volunteers **cannot take people accessing services off Trust premises**, unless they are also accompanied by a member of CWP staff.



When volunteers are working directly with people accessing services, **there must always be a staff member available** on the premises at all times.

## Please return completed forms (by post or email) to:

### Catherine de Zwaan

Patient and Carer Experience Team Manager / Voluntary Services Lead  
Cheshire and Wirral Partnership NHS Foundation Trust,  
Trust Board Offices, Redesmere,  
Liverpool Rd, Chester CH2 1BQ.

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