

Volunteer Role Profile

**Opportunity:** LymphoedemaVolunteer

**Team:** Lymphoedema Team (Clinical Services)

**Supported by**: Lymphoedema Team Leader

**Hours available**: A variety of hours and days to suit availability (Monday to Friday). Hours to be agreed with Lymphoedema Team Leader

**Main purpose of the role:**

Working under the supervision of a lymphoedema practitioner as part of a multi-disciplinary team to provide planned skilled, compassionate care and symptom control to patients suffering with Lymphoedema.

**Key tasks:**

* Prepare the clinic room for patients, ensure that the bed is wiped down between patients and fresh couch roll is put on the bed prior to the next patient arriving;
* Meet patients and carers in reception, guide them into the clinic and help to make them comfortable for their appointment;
* Assist with recording measurements on appropriate documentation as instructed by the Lymphoedema practitioner;
* On request weigh and measure patients;
* Following the appointment guide the patient out of the clinic and ensure they sign out;
* Take used towels to the laundry;
* Undertake general office work such as photocopying and filing;
* Be aware and follow the Hospice Policies and Procedures;
* Report all accidents, incidents, hazards or complaints to the senior practitioner and raise any issues or concerns with a member of the team in a timely manner;
* Exercise care and economy in the use of property and equipment; and
* Maintain general tidiness throughout the Hospice, in-patient equipment and treatment areas.

**Desirable qualities:**

This role would suit someone with a cheerful personality and good communication skills who enjoys meeting and chatting to people. It is important that the volunteer can work as part of a busy team and can also be perceptive to the needs of patients and their families.

The Hospice is committed to the ongoing training and development of volunteers, aiming to provide appropriate training for all volunteers in order to meet statutory obligations and ensure volunteers are well support in performing their role.