

Volunteer Role Description

Role Title	Carer Relief Companion Volunteer
Purpose of the role	Volunteers provide companionship to an adult who has a carer in order to give the carer a break from their role, secure in the knowledge that the person they care for is safe and has company. The person who has support needs also benefits from a new social connection and may engage in activities such as reminiscence, playing a game together, enjoying a hobby together, chatting, or watching TV.
Where	Volunteers provide companionship in the cared-for person's home and garden. The service is offered in the Midlothian local authority area.
When	2-4 hours, once a week, at a mutually agreed time.
Tasks to be undertaken	<p>Tasks include:</p> <ul style="list-style-type: none"> • Take part in an initial introduction meeting with the person, their carer and the Voluntary Services Manager • Visit the person at home at the agreed time each week • Ensure that the person is comfortable and engage them in conversation or activities such as reminiscence, playing a game together, crafts, or watching TV. • Fill out visit log forms and send to Voluntary Services Manager on a monthly basis • Maintain the boundaries of the service • Maintain confidentiality and data handling procedures in accordance with NHS Lothian policies • Actively participate in training and support meetings • Participate in ending/exit process
Tasks not to be undertaken	<p>Volunteers do not:</p> <ul style="list-style-type: none"> • Provide nursing or personal care such as toileting, feeding, bathing, or providing medication • Help with manual handling or moving the care-for person • Help with household tasks or errands (such as food shopping, collecting prescriptions, cleaning, laundry, gardening) • Care for children under 16 or pets • Provide advice, guidance or counselling support to the person or their carer
Skills, Attitudes and Experience needed	<p>Skills</p> <ul style="list-style-type: none"> • Good listening and communication skills • Empathetic, patient, and non-judgemental • Punctual and reliable • A warm, friendly, and professional approach <p>Attitudes</p> <ul style="list-style-type: none"> • Respect for confidentiality • Willingness to adhere to the boundaries of the role • Willingness to maintain regular contact with Volunteer Services Manager

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	<p>Experience</p> <ul style="list-style-type: none"> • No previous experience is required; full training will be provided • Previous experience of supporting people with long-term health conditions or people with disabilities would be useful.
Support /Supervision	<ul style="list-style-type: none"> • Mandatory role-specific training • Mandatory NHS Lothian volunteer induction • Optional ongoing learning opportunities as part of NHS Lothian volunteer programme • Regular peer support meetings • One-to-one support available from Voluntary Services Manager
Expenses	Agreed out of pocket expenses will be reimbursed in line with the NHS Lothian volunteer expenses policy and signed off by the Voluntary Services Manager.
How to apply / what happens next	Application Pack, Informal interview, Training, References, PVG Disclosure
Created, by whom	16/6/2020, Georgia Sinclair, VSM