

**JOB DESCRIPTION & PERSON SPECIFICATION**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Clinical Staff** |  | **Non-Clinical Staff** |  | **Volunteers** |  | **Flexi-Bank Staff** |  |

|  |  |
| --- | --- |
| **ROLE:**  | **Complementary Therapist Volunteer** |
| **REPORTS TO:** | **Complementary Therapy Team and****Volunteer Services Manager** |
| **PAY BAND:** | **Volunteer Role** |
| **LOCATION:** | **Hospice, Douglas** |

**PURPOSE OF ROLE:**

To support the Hospice complementary therapy team in delivering high quality complementary therapy care within all areas of Hospice to in-patients, out-patients, relatives and carers. The volunteer must hold a recognised qualification to diploma level in Aromatherapy as a minimum. Any additional therapy qualifications to diploma level will be beneficial. Relevant current experience is required.

 **KEY DUTIES:**

* To attend induction, regular mandatory training and any further training as required
* To carry out therapies or other tasks as directed by the Senior Complementary Therapist (SCT)
* To have professional responsibility to manage own caseload as delegated by the SCT
* To make and keep all necessary records and statistics
* To follow Hospice and departmental policies and procedures and be responsible for maintaining professional service standards.
* To be aware of the need for safe and correct use of all supplies and equipment and the need to ensure a safe environment.

**Person Specification: What we need you to bring**

|  |  |  |
| --- | --- | --- |
| **Qualifications:** | **Is it essential or desirable** | **How we will assess** |
| A recognised qualification to diploma level in Aromatherapy is required as a minimum.Any additional therapy qualifications to diploma level will be a beneficial. | **E** | **D** |
| Evidence of ongoing continuing professional development (CPD) through the maintenance of a current CPD portfolio. | **E** | **D** |
| Membership of an appropriate professional body e.g. FHT, IFPA, CNHC | **E** | **D** |
| Enhanced Disclosure & Barring Check (DBS) | **E** | **D** |
| **Experience:** |
| Relevant current experience is required in chosen therapy. | **E** | **A & I** |
|  |  |  |
| **Skills/Competencies:** |
| Excellent communication skills | **E** | **A & I** |
| Computer literacy  | **E** | **A & I** |
| Sensitive manner to be able to treat patients with dignity and respect | **E** | **A & I** |
| Positive and adaptable approach  | **E** | **A & I** |
| Professional manner and appearance | **E** | **A & I** |
| Able to fulfil a regular commitment to volunteering as a therapist | **E** | **A & I** |
| **Personal Qualities/Behaviours:** |
| Caring | **E** | **A & I** |
| Respectful of others and their diversity  | **E** | **A & I** |
| Friendly and approachable | **E** | **A & I** |
| Flexible and adaptable  | **E** | **A & I** |
| Total discretion and confidentiality  | **E**  | **A & I** |
|  |  |  |
| **What we Offer:** |
| A friendly environment for which to volunteer |  |  |
| An opportunity to make a positive difference in your community  |  |  |
| A chance to meet new people and create friendships |  |  |
| To be able to use professional skills for the benefits of others |  |  |
| A chance to develop your CV |  |  |
| Role specific training  |  |  |
| **How we will assess you** |
| **A** Application & CV | **I** During your interview | **D** When you produce  your documents | **T** Test to assess your  practical competence |