

**JOB DESCRIPTION & PERSON SPECIFICATION**

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

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| **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**

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| **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** | |
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| **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 |