

ADMIN & CLERICAL VOLUNTEERS

Between 9am-5pm (Mon – Fri)

Tasks include:

- Receiving visitors
- Wayfinding enquiries
- Photocopying
- Other office tasks inc. sorting mail, laminating, scanning, preparing letters for posting, etc.
- Answering telephones & making calls
- Running errands
- Filing in patient notes
- Sorting blood results
- Computer access (only with personal login granted to the volunteer by dept manager)
- Chatting to patients
- Checking patients on clinic lists
- Other tasks which may from time to time be agreed with the dept manager

The above tasks can either be in a clinical or non-clinical environment depending on the skills of the volunteer.

Person Specification

- Share the Trust's value "Where People Matter"
- Approachable and friendly personality
- Good communication and listening skills
- Calm nature and is not easily flustered
- Has an interest in excellent patient care
- Has the ability to work under their own initiative as well as part of a busy staff team
- Reliable, committed, high integrity, honesty and trustworthiness
- Caring and compassionate

Additional Training

- Orientation and site knowledge
- Sensory awareness
- Dementia friends
- Oasis computer training where applicable