

<b>Role</b>	<b>Bradgate Unit Book Trolley Volunteer</b>
<b>Purpose</b>	To take a book trolley around the wards within Bradgate Mental Health Unit.
<b>Base</b>	The Bradgate Unit has seven wards within the Unit which the volunteer can access
<b>Hours</b>	One session per week approx. 2 – 2.5 hours
<b>Reports to</b>	Involvement Centre Co-ordinator (does not go around wards with volunteer) On individual wards the volunteer reports to the senior member of staff
<b>Benefits of this volunteer activity</b>	<ul style="list-style-type: none"> <li>• Supports patients to develop their health, well-being and recovery</li> <li>• Opportunity to gain experience as well as new skills and knowledge</li> <li>• Opportunity to spend time doing something you can feel proud of</li> <li>• Improve your confidence</li> <li>• Opportunity to meet new people</li> <li>• References will be given to volunteers about their time in their placement</li> </ul>
<b>Exclusions</b>	<p><b>Volunteers are not expected to be involved in any of the following:</b></p> <ul style="list-style-type: none"> <li>• Moving and handling of patients</li> <li>• Patients personal care</li> </ul>
<b>Key tasks</b>	<p>Tasks may include the following:</p> <p>Take a selection of books around the ward on a trolley, and collect once they have finished reading</p> <p>Regular cleaning and disinfecting of books and the books trolley</p> <p>Maintain a stock of donated books in the store cupboard and when necessary work with Supervisor to advertise for books</p>
<b>Person Specification and Requirements</b>	<ul style="list-style-type: none"> <li>• Age 18+ is a requirement for this role.</li> <li>• Some experience and knowledge of mental health is required for this role</li> <li>• Good communication skills</li> <li>• Able to follow instructions</li> <li>• Willingness to help and work to time targets</li> <li>• Punctual and reliable</li> <li>• Enthusiasm for working with people and supporting them to improve their well-being and recovery</li> <li>• Able to work independently and as part of a team</li> <li>• Comfortable working in a fast-paced environment</li> <li>• Commitment to uphold trust core values and NHS policies</li> </ul>

<p>Training and Support Needs</p>	<ul style="list-style-type: none"> <li>• Information Governance</li> <li>• Health and Safety</li> <li>• Infection Prevention and Control</li> <li>• Use of Personal Protective Equipment (PPE)</li> <li>• Confidentiality</li> <li>• Safeguarding</li> <li>• Equality and Diversity</li> <li>• Local trust induction and orientation</li> <li>• Any other mandatory training as specific by the trust</li> </ul> <p>An enhanced DBS is required for this role. This is processed free of charge for volunteers.</p>
<p>COVID-19 Guidance</p>	<p>In line with current Government and Leicestershire Partnership Trust advice</p>