

# Opportunities project volunteer Description

Role Location Manzil Way & Warneford Hospital, Oxford

Name of Supervisor Chris Alexander

Typical role hours Tuesday afternoons

## Main Purpose of Role

To ensure that people with mental health issues on acute psychiatric wards retain or move closer to employment when they leave hospital

### Main role responsibilities to

1. Meet people who are currently acute psychiatric wards patients and support them to identify their employment aspirations and plan ways to achieve them
2. Liaise with Occupational Therapists and other staff to promote the service to potential clients and ensure that hospital staff are aware of the service
3. Prepare and debrief with the Opportunities Team before and after each session
4. Provide clients with relevant Information, Advice and Guidance (IAG) at drop-in sessions and appointments
5. Complete relevant paperwork appropriately and transfer records to the relevant databases

### You are expected to:

1. Uphold Restore's values and implement relevant policies and procedures
2. Become familiar with relevant services in the local community
3. Develop your skills to meet clients' needs

As a Volunteer you will also carry out the following activities	Reason
<ul style="list-style-type: none"> <li>▪ Attend a one-hour drop in supervision before ward visits</li> <li>▪ Visit the wards as one of a pair with a member of staff or another volunteer</li> <li>▪ Attend a debriefing after the ward visit</li> <li>▪ Follow up clients between ward visits</li> </ul>	<p>To:</p> <p>Plan and prepare for the visit and raise any queries with the manager as necessary</p> <p>Find and recruit clients for the retention service</p> <p>Ensure your personal wellbeing</p> <p>Ensure retention</p> <p>Ensure information is stored confidentially and accessibly</p>

As a Volunteer you will also carry out the following activities	Reason
<ul style="list-style-type: none"> <li>▪ Complete database entries</li> <li>▪ Log your hours on the relevant database</li> <li>▪ Take monthly team meeting minutes and chair meetings – rotational and optional</li> </ul>	<p>Ensure your own wellbeing and effectiveness</p> <p>Give you new skills and experience</p>
<ul style="list-style-type: none"> <li>▪ Training and skills Required</li> </ul>	<p>To ensure that you:</p>
<ul style="list-style-type: none"> <li>▪ Successful completion of MHFA Training</li> <li>▪ Coaching Training and Acute ward training</li> <li>▪ Listening and communication skills</li> <li>▪ Basic admin and IT knowledge</li> <li>▪ Positive attitude to mental health</li> <li>▪ Flexible and proactive attitude</li> <li>▪ Ability to solve problems</li> <li>▪ Sensitivity</li> <li>▪ Non-judgemental attitude</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have the skills to deal with any crisis you may encounter</li> <li>▪ Have the knowledge and understanding you need to work effectively in the hospital</li> <li>▪ Can work effectively with your clients</li> <li>▪ Can work efficiently and effectively with information</li> <li>▪ Are able to relate effectively to people affected by mental health issues</li> <li>▪ Are able to deal with new information and events outside your existing experience</li> <li>▪ Can be effective as a coach in complex situations</li> <li>▪ You can work with vulnerable people effectively</li> <li>▪ You can work with everyone who needs our service as individuals whatever their background, beliefs, personal history or aspirations</li> </ul>
<ul style="list-style-type: none"> <li>▪ Benefits of working with Restore</li> </ul>	

As a Volunteer you will also carry out the following activities	Reason
<ul style="list-style-type: none"> <li>▪ Excellent training development package</li> <li>▪ Reimbursement of reasonable expenses</li> <li>▪ Great experience</li> <li>▪ Information on Restore job opportunities</li> <li>▪ Learn new skills</li> <li>▪ Development Opportunities</li> </ul>	