Volunteer Role Description

Manicure/Chiropody Volunteer

Responsible to: At Home Services Development Manager

Hours : Flexible

Loca Location: At a local community centre or clients’ homes

**Role Purpose:**

Our aim is to make sure everyone in the Borough of Merton have their toes and finger nails cut when they need to! While most of us can do this task for ourselves, many people, especially older people find it increasingly difficult. The service will be mainly offered in local community venues throughout the borough. We also hope to develop a service for people who need to be visited in their own home.

### Key Tasks:

* Meet our clients in a local community venue or visit them in their own home
* Work with staff in the centres to co-ordinate the service
* Arrange the distribution and care of the instruments needed for the service
* Collect the money from the client and arrange the transfer of the monies as agreed
* Complete basic record keeping
* Treat the client with respect, clearly communicating with them and getting their consent at all times
* Where relevant, offer other services to the client, either provided by Age UK Merton or by another organisation
* Adhere to all Age UK Merton’s policies and procedures including safeguarding, data protection and confidentiality
* Participate in training sessions and other meetings as necessary
* Work as part of a team with other Age UK Merton volunteers and staff

### Skills/experience:

* Good practical skills – precision, attention to detail, ability to safely use nail cutters
* Good eyesight
* Awareness of Health & Safely measures
* Patient and personable
* Ability to follow simple procedures and complete basis record keeping