

**TASK DESCRIPTION – DAY OPPORTUNITES VOLUNTEERS**

**SKILLS –**

* **Enthusiasm**
* **Willingness to work with older people with mental health difficulties and other complex needs**
* **Flexibility**
* **Trustworthy**
* **Commitment to Age UK Staffordshire, including policies and procedures**
* **Reliability**
* **Ability to interact and engage with older people with various need and capabilities**
* **Friendly and approachable**
* **Confidentiality and operates in line with GDPR**
* **Embraces equality and diversity**
* **An awareness of the need to maintain and maximise the dignity, Independence and choice of Service Users**

**Tasks -**

* **To prepare room, teas, coffee’s toast etc.**
* **To participate in activities with service Users as organised to provide stimulation and support**
* **To report to the Team Supervisor any issue causing concern**
* **To comply with the instructions and policies of Age UK Staffordshire paying particular attention to responsibilities under the Health and Safety at Work Act.**

**Support and Supervision**

* **Informal reviews every 6 weeks and Team Supervisor**
* **Travel expenses**

**Training and Development**

* **Working with Age UK Staffordshire**
* **Adult safeguarding**
* **Emergency First Aid**