

Volunteer Role Profile

Driver Escort and Driver



St Peter & St James Hospice
Hospice care in the heart of Sussex



Position	Driver Escort and Driver Volunteers
Department	Living Well Centre (LWC)

VISION, MISSION AND VALUES

Our Vision

A community where people live and die well according to what matters most to them. Everyone affected by life-limiting illness has access to our expertise.

Our Mission

Providing the right care, in the right place, at the right time, to everyone who needs us.

Our Values

They are at the heart of our organisation and underpin all that we do. They define who we are, how we work, what we believe in and stand for.

- **Compassion** - We show everyone empathy, kindness and respect.
- **Integrity** - We do the right thing, no matter how challenging.
- **Accountability** - We take responsibility for our actions and outcomes.
- **Excellence** - We strive to be outstanding and aim to exceed expectations.
- **Inclusivity** - We welcome and respect everyone.

“Providing the best possible care in the right place and at the right time to everyone who needs us”

ROLE PURPOSE

The Living Well Centre (LWC) is a therapeutic service offered by St Peter & St James Hospice to patients, carers and families. We aim to encourage and enable participants to live their lives to their full potential despite their illnesses. LWC offers a range of activities to support the emotional, spiritual and social needs of the patients, family and carers.

WHAT WILL I BE DOING?

- Meet and Greet Living Well Centre attendees
- Transporting LWC attendees between home and the Living Well Centre at the Hospice
- Liaising with Living Well Centre Lead
- Communicating with LWC attendees in a professional manner

WHAT SKILLS DO I NEED?

- Ability to promote independence, autonomy, voice and dignity of patients
- Be friendly and approachable
- Be committed and reliable
- Be punctual
- Interact as part of a team
- Ability to use email/IT
- Good communication – ability to work as part of a team

WHAT ELSE DO I NEED TO KNOW?

- Enhanced DBS is required
- Induction training and mandatory hospice training for volunteers
- Demonstrate hospice values
- Drivers using their own vehicles will need to present their Drivers Licence, Vehicle MOT, Car Insurance documents (will require business cover) and complete a Health Check every year.
- Drivers using the hospice vehicles will be required to present their Driver's Licence and complete a health check every year.
- Volunteers over 70 years of age driving the hospice minibus will be required to provide documentation from their doctor.
- Drivers using the hospice vehicles will be required to undertake the training on the safe usage of the vehicle, carrying oxygen, if a passenger becomes unwell on the journey, breakdown instructions, using wheelchair ramp and straps, manual handling and completing the daily checks for using the vehicle.

“Providing the best possible care in the right place and at the right time to everyone who needs us”

- Travel expenses can be claimed for using your own vehicle
- You will be required to wear a hospice identity badge
- To volunteer a regular shift

WHAT TRAINING MUST I DO?

Mandatory e-learning training modules including:

- Manual Handling
- Vehicle usage, handbook, safety measures, transporting oxygen.
- Safeguarding
- Data Protection and Confidentiality
- Boundary training
- Fire Awareness and evacuation procedure for The Centre

Hospice induction training day

Additional Face-to-face training when required

WHEN WILL I BE NEEDED?

A regular 4-hour shift

Monday, Tuesday, Wednesday Morning 9.00 -12.00 pm and Afternoon 1.00 – 3.00 pm

Friday – 9.00 - 13.00

If you are using the hospice vehicles, you will need to arrive at the centre to undergo the daily safety checks before setting off to pick up your passenger/s.

Split shifts can be offered with just one journey; either collect from home to hospice or from hospice to home.

You will be required to return the hospice vehicles at the end of the session journeys

WHERE WILL I BE VOLUNTEERING?

In the Mid Sussex catchment area of the hospice:

Living Well Centre

St Peter and St James Hospice

North Common Road, North Chailey,

Haywards Heath, West Sussex

BN8 4ED

WHO WILL BE MY SUPERVISOR?

Living Well Lead

“Providing the best possible care in the right place and at the right time to everyone who needs us”

Registered Charity Number: 1056114