



POST: Volunteer (Drop in service)

Expenses: Travel costs & lunch provided from watw
(checkout with Cheryl about food for volunteers)

REPORTS TO: Centre Manager

MAIN PURPOSE OF JOB

WATW run a drop in service Monday to Friday.

During the drop in, service users have access to / food, shower facilities, laundry and a range of activities which run daily.

Volunteers work alongside staff to ensure the smooth running of the drop in service.

MAIN DUTIES AND RESPONSIBILITIES

Drop In

1. Greeting all service users in a professional and friendly manner as they enter the service.
2. To maintain the positive energy of the drop in environment.
3. Be a listening ear
4. Signposting service users to other members of staff/volunteers appropriately.
5. Cleaning to ensure showers, kitchen area and surfaces are clean and safe in line with government guidance re Covid-19
6. Social distancing rules to be observed – in line with government guidance
7. Wearing of a face covering following government guidance – mask or visor only to be removed when eating or drinking
8. Temperature check on arrival at the building and use of hand sanitiser and handwashing – in line with government guidance
9. Encourage service users to follow our guidance around covid-19, wearing mask, washing hands, social distancing
10. Report to support staff the outcome and any concerns regarding interactions or observations of service users.
11. Attending pre and debrief sessions

Other drop in tasks

1. Volunteers may be required to undertake other duties on occasion as directed by Support Staff/Project Manager.

Health and Safety

1. To be aware of and adhere to health and safety policy and procedures.
2. To be aware of and adhere to health and safety policies regarding to covid.
3. Report any concerns regarding health and safety to Team Leader.
4. Adhere to women@thewell Confidentiality policy.

Personal Development

We give each volunteer a full induction, and run a continuous rolling programme of training throughout the year covering topics including drugs awareness, sexual abuse, health & safety.

Volunteer meetings are held regularly currently on Zoom.

Equal Opportunities

Work to the Equal Opportunities policies.

<p>Whilst every effort has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail.</p>
--

Other information

These guidelines are not a term or condition of contract.

We expect all our staff to share the values that are important to the organisation.

THIS POST IS EXEMPT UNDER SECTION 7(ii) (d) OF THE SEX DISCRIMINATION ACT 1975. APPLICATION OPEN TO WOMEN ONLY.