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| **PAFS (QUALIFIED AND STUDENT COUNSELLOR)**  **VOLUNTEER ROLE DESCRIPTION** | PT-LOGO---VERTICAL---COLOURED |

**Location:** Farnham hospice

**Hours:** Varied

**Time commitment:** Weekly or fortnightly

**Purpose of role:**

• To provide psychosocial support to patients and their families/carers under the care of PT which has been agreed with the Counselling Supervisor and/or Patient and Family Support Team and fall within the remit of your professional competencies

**Key duties include:**

• Provide counselling support and be open to the different needs of each individual.

• To follow good administrative practise and complete the required documentation and submit helpful and timely notes on patient records’ system

• Appropriate self-preparation and self-care

**Training and Support:**

**•** Qualified Counsellors Volunteer Level 1 course (1/2 day- mandatory)

**•** Trainee Counsellors Volunteer Level 2 course (5 days- mandatory)

• Safeguarding within six months of starting and every two years ongoing (3hrs – mandatory)

• Attendance at other relevant training and workshops as required

• Hospice induction (optional)

• Attendance at fortnightly supervision group (80% annual attendance mandatory)

**Special conditions:**

• Over 21

• Satisfactory Disclosure and Barring Service check before starting and on a rolling 3 yearly basis

• 2 x references

• Adherence to all current policies and procedures of the Hospice including those relating to confidentiality

• Evidence of qualifications, professional membership and insurance annually as appropriate

• To inform your car insurance company of your volunteering role (if applicable)

**Knowledge, skills and abilities:**

• Spiritual

• Good Communicator

• Discreet with and understanding of confidentiality

• Respectful and non-judgemental

• Empathetic and calm