

## Volunteer role description: Silver Birch Centre Assistant

<b>Organisation Name</b>	Silver Birch Centre at Carers Choices
<b>Organisation Overview</b>	Carers Choices provides support for carers through respite breaks, supports young carers, adults with disabilities and sufferers of dementia.
<b>Role Title</b>	Silver Birch Centre Assistant
<b>Location of position</b>	<ul style="list-style-type: none"> <li>• The White House, Kiln Road, Benfleet SS7 1BU</li> <li>• Kent View Road Community Centre, Kent View Road, Vange, SS16 4JX</li> <li>• St Luke's Centre, (rear of St. Luke's Church), St Lukes Road, Southend on Sea, SS2 4AB</li> </ul>
<b>Responsible to</b>	Silver Birch Centre Manager
<b>Description of tasks</b>	<p>Assist staff and support clients during sessions consisting of various activities including; baking, card games, bingo, flower arranging and gardening.</p> <p>Commit to promoting the aims of the sessions including keeping an active mind, reminiscence and maintaining social skills.</p> <p>Assist in promoting the image and work of Carers Choices Adhere to Carers Choices policies and procedures at all times.</p>
<b>Time Commitment</b>	The centres are open from 9.30am-3.30pm and the days vary depending on the centre. We ask that volunteers commit to providing assistance for one day per week as a minimum at a centre that is most convenient for you.
<b>Skills and Qualifications</b>	<p>You do not need to have any related qualifications but you should be friendly, reliable, trustworthy and have good communication skills. This role is subject to two references and a DBS check. Experience of working with the elderly would be an advantage.</p> <p>Volunteers will be required to complete a basic online safeguarding vulnerable adults course upon joining the organisation. This can done at your own home or we can arrange time in the office for this to be undertaken.</p>
<b>Training and Support</b>	You are entitled to undergo the same core training as staff which includes first aid, health and safety, fire safety, manual handling and safeguarding of vulnerable adults. Should you wish to take part please ask the Silver Birch Centre Manager.



<b>Benefits to volunteer</b>	Make a difference to an elderly person's life whilst developing your own skills and experience and meeting new people in the community.
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