

<p>Role: Volunteer Vaccination Steward</p>
<p>Department /Area: Crawley Hospital</p>
<p>Purpose:</p> <p>Friendly and professional volunteers required to support the c19 vaccination programme in Crawley.</p>
<p>Key Tasks (what you will be doing):</p> <ul style="list-style-type: none"> • Meeting and greeting the public • To welcome, signpost and direct members of the public • To identify any members of the public who need additional support and signpost this to appropriate staff • To work with all staff and volunteers onsite to maximize smooth flow of members of the public throughout the building • On occasions to book members of public in for their appointments using an iPad (if happy to use one) • To follow UK government guidance on handwashing/sanitizing, social distancing and mask wearing, and be comfortable in wearing a mask throughout the duration of the shift • To maintain boundaries at all times • To maintain confidentiality at all times • To comply with Trust policies • To keep good time-keeping and show regular commitment
<p>Boundaries (what you won't be doing):</p> <ul style="list-style-type: none"> • No clinical advice or medical advice • No home visiting • No lifting of heavy equipment • No tasks outside this role description
<p>Time commitment:</p> <p>Volunteers required for the following shifts: Sunday to Monday; 08.00am to 12.00pm, 12.00pm to 4.00pm, 4.00pm to 8.00pm and also for adhoc 'cover' shifts. Able to commit for a minimum of 2 months.</p>
<p>Location: Crawley Hospital</p>
<p>Requirements of the role:</p> <p>Age: You must be 18 years or older to volunteer in this role.</p> <p>Accessibility: venue is fully accessible</p> <p>Travel expenses reimbursable</p> <p>Tea and Coffee will be provided</p>



Skills and other requirements:

- Self-motivated; with an ability to think on your feet and work independently
- Reliable, punctual and dependable
- Ability to volunteer in a fast paced and sometimes challenging environment
- Professional and friendly demeanour
- Excellent communication and customer service skills
- Demonstrates empathy and compassion

Pre-placement checks, training and support:

- You will need to complete an online application form, health checklist and self-declaration form
- You will need to be available to participate in an interview (normally on a virtual platform)
- You will receive remote Volunteer Statutory Training before commencing placement
- You will also receive a local induction and orientation on your first shift
- You will receive a volunteer handbook
- You will receive support and direction from Voluntary Services and onsite Volunteer Coordinators

How we will keep you safe:

- All roles have been risk assessed (including against c19 exposure and risk), and we continue to review these risk assessments. Any changes will be communicated to you.
- A fluid resistant facemask will need to be worn at all times. These will be provided onsite, as well as handwashing facilities and handsanitiser,
- Social distancing wherever possible will be adhered to.
- You will be advised on how to obtain Lateral Flow Tests and how to record the results on an SCT reporting platform.
- Please disengage the 'Track & Trace' app whilst on placement, but please note exposure to c19 is mitigated by the wearing of appropriate PPE at your placement.
- If you are advised by the NHS 'Track & Trace' app to self-isolate and this is activated through non placement activities, you will be advised to refer to SCFT's current advice on "[self-isolation after contact with a positive COVID case](#)"

SCFT is committed to promoting the wellbeing of adults and children and protecting them from abuse and neglect.

Please note: volunteers will not be asked to help in ways which facilitate a decrease in paid employment. The work of volunteers will complement and not supplement that of paid employees of the Trust.



Excellent care at the heart of the community