

Volunteer Role Description

Role title	Speech & Language Therapy volunteer
Where	Colliers Court, Cinderford
When	As agreed with volunteer, ideally a regular commitment each month
Commitment	At least 6 months
Accountable to	Mike Walsh
What we do	<p>2gether NHS Foundation Trust (2gether) provides specialist mental health and learning disability services to the people of Gloucestershire and Herefordshire.</p> <p>Our priority is to deliver quality services and exceptional customer experience. Our purpose is to make life better.</p> <p>Our core values are as follows:</p> <div style="display: flex; flex-direction: column; align-items: center;"> <div style="background-color: #1a522d; color: white; padding: 5px; margin-bottom: 2px;">S Seeing from a service user perspective</div> <div style="background-color: #4caf50; color: white; padding: 5px; margin-bottom: 2px;">E Excelling and improving</div> <div style="background-color: #00bcd4; color: white; padding: 5px; margin-bottom: 2px;">R Responsive</div> <div style="background-color: #2196f3; color: white; padding: 5px; margin-bottom: 2px;">V Valuing and respectful</div> <div style="background-color: #a1887f; color: white; padding: 5px; margin-bottom: 2px;">I Inclusive, open and honest</div> <div style="background-color: #ff9800; color: white; padding: 5px; margin-bottom: 2px;">C Can do</div> <div style="background-color: #cddc39; color: white; padding: 5px;">E Efficient, effective, economic and equitable</div> </div> <p>We expect our staff and volunteers to share these values in order to create the best service possible.</p>

<p>Why we want you</p>	<p>We want to increase opportunities locally for quality volunteering roles.</p> <p>The successful provision of speech and language therapy often relies on quality bespoke written/picture resources to support our recommendations.</p> <p>Many of our service users and their carers/families use AAC (Alternative Augmentative Communication) to facilitate impaired communication skills. The speech and language therapy team would welcome some support for our clinicians to help us develop and manage these resources.</p> <p>Speech and language therapists have increased their training programme for professional carers and would welcome some support help organise this.</p> <p>This would suit a volunteer who is looking to work with people with learning disabilities, work in psychology or speech and language therapy.</p> <p>We expect this role to be of interest to someone who is interested in communication and confident in using basic computer technology.</p>
<p>Role tasks</p>	<ol style="list-style-type: none"> 1. Produce to instructions, templates for communication resources using Microsoft packages for use by the team or carers 2. Work with SLT and carer (if appropriate) to help gather and modify information contained within resources. 3. Use signposted resources to find pictures and other material 4. Assist SLT to audit use of equipment and help create report on this (if appropriate) 5. Help SLT format and create handouts on using resources 6. Help SLT team produce easy read information – reviewing and offering suggestions for text provided 7. Make amendments following feedback 8. May be opportunities to create content depending on subject area and volunteers knowledge <p>Training:</p> <ol style="list-style-type: none"> 9. Book rooms – using telephone and email system 10. Acknowledge training requests 11. Confirm bookings when agreed by speech therapist 12. Make and keep a list of attendees 13. Print or photocopy handouts 14. Send agreed information via email to attendees 15. Prepare maps and direction if needed to venues 16. Contact participants prior to event to confirm attendance 17. Assist on the day – showing people toilets, helping prepare refreshments, helping clear up 18. Gather and manage information from participant feedback for audit

<p>Skills and attributes you will need</p>	<ul style="list-style-type: none"> - Have a friendly manner and be able to help carers and staff - Able to use email, internet and Microsoft packages - Interest in communication and technology - Able to ask if unsure what they need to do – we might not know to check they are ok each time - Able to follow verbal or written instructions to complete a task: - Able to let us know of anything we can do that will make it possible for them to volunteer - Can be based at any 2gether Trust location – - Some of our training takes place away in community venues across Gloucestershire, some travel to and from venues may be necessary - Approx. 1-2 days month, flexibility in completing days over the year - Any adjustments can be discussed and will be supported as much as possible.
<p>Most challenging part of the role</p>	<ul style="list-style-type: none"> • Working from list of requirements and examples given by SLT to produce resources • Time management
<p>Training required and how often this will need to be completed</p>	<ul style="list-style-type: none"> • Corporate Induction – day 1 and day 2 • Safeguarding – once only – will be completed on day 1 of Corporate Induction • Breakaway Training - annually • E learning Fire Safety – every 2 years • E learning Infection Control – every 3 years • E learning Manual Handling – every 2 years • E learning Information Governance – annually
<p>How the Trust will support you</p>	<ul style="list-style-type: none"> • Relevant training to support volunteer role • The volunteer will be supported by the SLT team and in particular we will nominate a key point of access for them. The head of department will also be available to them should they have any issues • We will meet with them prior to working to check they are happy with what they are being asked to do • They can break tasks down into small sections or chunks of time if they need to • Any other adjustments can be discussed and will be supported as much as possible.