

# **Volunteering Roles**

**GENERAL Volunteer Role Description and Specification:**

**DEPARTMENT:** Barod

**LOCATION:**  Various

**REPORTING TO:** Assigned Volunteer Link Worker

Purpose

To develop best practice and keep up to date with knowledge to working within the drug and alcohol field.

To Inform and educate others about drug and alcohol issues.

To deliver services to the highest possible standard using evidence-based practice alongside paid staff to Barod service users.

Specific Responsibilities

**Main Tasks:**

* Follow the induction programme for volunteers
* Follow the Development Profile up to the level as agreed by you and your volunteer link worker.
* Support paid staff in their role with service users, training and administration duties
* Deliver services at a mutually agreed time and place within Barod in liaison with staff and management.
* Understand safe working practices and ensure that service users are aware of these issues.
* Attend and take part in reviews with your volunteer link worker monthly.
* Communicate effectively with service users, staff and outside agencies.
* Uphold the reputation of Barod always during contact with the agency and on agency business
* Uphold the rights of all drug and alcohol users

**Learning and Development:**

* Attend the Volunteer induction training before commencing your volunteer position
* Attend and take part in ongoing training offered by Barod
* Maintain your training log within your Development Profile
* Take ownership of your own personal and professional development

**Other:**

* Consent to Barod undertaking a Disclosure and Barring Service (DBS) enhanced check.

**Personal Attributes:**

To process and be willing to develop the following qualities and demonstrate them towards service users, staff and all individuals you have contact with. These include the Barod values:

* Positive Attitude
* Integrity
* Equality
* Honesty
* Empathy
* Trust
* A non-judgemental attitude
* A non-discriminatory attitude

**Voluntering Agreement:**

* To be able to commit to a weekly session of at least four hours per week where possible
* Inform the link worker, or appropriate staff member if the link worker is not
available, if you are unable to attend your planned activity
* Inform Barod if you wish to terminate or suspend your volunteer role at any time
* Complete and submit time sheets and reimbursement forms in a timely manner
* Adhere to all Barod policies and work within professional boundaries as outlined by Barod

As you develop and gain experience and competence in different areas, your role may change. Specific responsibilities, tasks and developments for differing roles are outlined in the Volunteer Handbook under ‘Volunteering Roles’.



# **Volunteering Roles**

### NOTE: this should be read alongside the Volunteer Policy.

#### **Volunteering Roles**

**Overview of Roles:**

Barod have several service provisions for adult services across South and West Wales. We work closely in partnership with other agencies to deliver these services and as such each project will offer different services and provisions. Generally, there would be an expectation to be involved across the variety of activities that the staff are involved in. You can be involved in campaigns, training, outreach, group work as well as supporting individuals.

# Progression, Development and Training:

#### **Training:**

Barod offer in-house training on a regular basis for many of the core tasks and responsibilities involved within each role. As a volunteer, you are encouraged to attend this training. Please discuss with your link worker and volunteer coordinator any training needs or wants you may have. Courses may include:

* Substance Awareness, Case Note and Recording, Information governance, Needle Exchange, BBV, Image and Performance Enhancing Drugs training, First Aid, Train the Trainer and Group Facilitation, Engagement, Assessment and Retention …

Barod have a blended learning approach, this means we offer both face to face and e-learning, on task learning and classroom based sessions.

You will be enrolled onto our DYSGU e-learning platform during your induction. Some courses may be necessary for your volunteering roles; others may be optional. If you have any concerns or problems accessing this, please contact your link worker or the Learning and Development Department.

Core competencies: these will apply to all roles within Barod and partner services, paid and unpaid staff as they form part of the National Occupational Standards for people in the health and social care field.

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| HSC35 | Promote choice, wellbeing and the protection of all individuals |
| HSC33 | Reflect on and develop your practice |
| HSC32 | Promote, monitor and maintain health, safety and security in the working environment |
| HSC31 | Promote effective communication for and about individuals |
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Role Specific: each service, project and role will have additional specific competencies, duties and priorities. These will be listed where they relate to National Occupational Standards with the codes, (this can help you identify training and opportunities to develop in these areas) otherwise will feature as specific duties.

* The roles as set out can help you and your link worker decide on evidencing competencies and duties achieved so that you are able, if you want to move through the different stages and increase the responsibilities you have as a volunteer with Barod.
* There is no hierarchy in the services or roles within Barod. Each role that volunteers and staff undertake within the service is vital to the overall service we can provide to our services users and the community.
* **It is encouraged that you experience different aspects of the service and try different roles.**
* Set as a guide there may be additions to these roles or elements taken from them dependant on reviews.

#### **Progression:**

Every person will have their own individual hopes and expectations of themselves and their time volunteering. Likewise, every individual will come with their own experiences and skills, learning and training needs.

To support you and your development you will be expected to regularly complete review forms, reflections and meet with your link worker on a regular basis. This will allow us to support your development needs whilst also ensuring that the continued quality of service for our service users.

There is no set time or expectation from Barod for your development, we just ask that you keep your development profile up to date and agree to the Rights and Responsibilities and Role Profiles.

If at any time, you want to review your placement or change your role, please speak to your link worker or the volunteer coordinator.