

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'.