

St Elizabeth Hospice

Volunteer Role Description



Role: Vehicle Maintenance volunteer

Location: Hospice

Line manager: Olukayode Asaju / Emma Bull

Purpose of Role and Service

To maintain the regular up keep of the Hospice vehicles.

Key Activities

Vehicle Checks every Monday morning – to check the following:

- Fluids
- Lights
- Tyres - both front and rear
- Oil Check
- Mileage
- Windscreen & Wipers condition
- Fuel Level
- Wash outside and interior (as and when needed not every week)

Organisational Responsibilities

- To work within the policies of the hospice and act within Care Standards at all times.
- To uphold the hospice and individual team values at all times.
- To ensure effective use of resources.
- To participate in the hospice education programme and attend training courses as required.
- To respect at all times the confidentiality of information covering patients, staff and volunteers.
- To play an active part in the development and maintenance of good relationships with all who have business with the hospice.
- To promote the hospice Philosophy of Care towards patients, relatives and visitors.
- Generally to contribute towards ensuring a safe environment for all persons on the premises.
- Because of the special nature of the hospice and its work you may on occasion be asked to undertake other duties to help maintain our high standard of care.

Volunteers are required to respond positively to all reasonable instructions given by Link Members or other members of hospice staff. While volunteer suggestions and opinions are always welcomed, the responsibility for operational and strategic decisions lies with the hospice management.

Personal Qualities

Attributes	Essential/Desirable	Qualification and training to be provided
Skills and Abilities	E - Good Verbal Communication	
Knowledge and Experience	E - Experience of working with a team and by yourself.	
Attitudes and Values	E - Proactive and confident.	
Qualifications and Training		Roles and Responsibilities; Communications; Conflict Resolution; Health, Safety and Infection Prevention and Control; Data Security Awareness; Moving and Assisting; Fire Safety; Equality, Diversity & Human Rights; Safeguarding Adults. COSHH; Moving and Handling Practical; Driver Awareness.