



VOLUNTEER PROJECT WORKER **SOUTHEND GATEWAY PROJECT**

Purpose: to support the team in delivering interventions in a community project.

Who volunteer is responsible to: Cliff Murrell - Team Leader

Main tasks and activities

- To co-facilitate structured groups with members of SDP staff.
- To Help cover the Needle exchange.
- General office Duties.
- Undertake Triage assessments (For the first two months this will be in the capacity of observer (third worker in the room) After two months progress will be reviewed in supervision. The plan then will be for the volunteer to take on the role of co-facilitator in specific groups which will be agreed in advance with supervisor and SDP team leader).
- Working alongside team to manage and monitor service users at all times when within the project.
- To assist the team as required in the drug testing process (Mouth swab).
- To provide support and engagement with service users during structured breaks from groups.
- Assisting with daily administrative and feedback procedures

Support Offered:

Regular supervision.

Will be provided with the opportunity to attend team meetings and team days.

Group work training to be identified by volunteer co-coordinator.

Time Commitment:

Minimum one day per week

Once days are agreed the volunteer will then be added to the staff rota. Team leader to be given at least one weeks notice of planned absence and to be informed by 9.00 am in case of sickness or other unplanned absence.

Hours are flexible – volunteers will need to be available for the entire length of a group plus admin and preparation time.

Skills, experience and qualities required, including those that can be developed through training.

Essential:

Knowledge of substances and their effects.

Understanding of the risks related to substance use in terms of the individual and the wider community.

Understanding of and a commitment to harm minimisation.

Ability to work with a challenging client group under pressure.

Non judgmental approach.

Good personal and professional boundaries.

Effective communication skills.

Willingness to learn and openness to constructive feedback.

Basic IT skills

Desirable: can be provided through training (formal and on the job)

Group work facilitation skills (through experience and training)

Basic knowledge of the criminal justice system in relation to DRRs

Knowledge of CBT and brief solution focused methods.

Understanding of the cycle of change and of how to work to promote change.

Questions/Issues	Notes
<p>1. What? List all tasks in order of priority, identifying any client/user group the volunteer/ will be working with.</p> <ol style="list-style-type: none">1. co facilitating groups with project workers.2.3.4.5.6.	

<p>Note what might be difficult or problematic?</p>	
<p>2. When?</p> <p>Set times or flexible? Hours per week? Day, Evenings, weekends? Minimum commitment?</p>	
<p>3. Where?</p> <p>Include everywhere the volunteer will be Expected to go. Office/Project Outreach support in the community? List of Locations:-</p>	
<p>4. With whom?</p> <p>Will volunteer work alone? with other volunteers? with paid colleagues? With partner agencies?</p>	
<p>5. Support, supervision, training</p> <p>Who will support/supervise the volunteer? What training, support, supervision will be Needed for the volunteer/ for the supervisor</p>	
<p>6. Expenses etc.</p> <p>What expenses do you offer? Have you checked your project budget to Ensure you can afford what you are agreeing to For all volunteers through the year?</p> <p>If the volunteers are in receipt of benefits it is important to reimburse only out of pocket expenses that the volunteer has actually incurred or this could affect their benefits.</p>	
<p>7. What the role offers volunteers?</p> <p>Make two lists – what the role does and does not offer. A challenge? Friendship? Training? Experience? Personal development?</p>	

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