



## **Barking & Dagenham SMET Volunteer Role Description**

1. Work with people to establish non judgmental supportive relationships
2. Assist and Support paid CRI staff in daily operations of service provision
3. Provide objective, supportive assistance to help clients through difficult periods in their lives
4. Offer practical help possibly accompanying paid colleagues on visits and appointments where appropriate
5. Encourage and motivate clients to make positive and constructive use of their time
6. Attend and take part in SMET and CRi inductions and on-going training programmes
7. Attend and contribute to individual and group supervision sessions at regular agreed intervals with line manager
8. Keep accurate records of work with people and feedback any issues to line manager
9. Adhere to all the policies and guidelines of CRI/SMET
10. Commit to a minimum of 4 hours per week to SMET

### **Criteria for the role:**

- Good listening and communication skills with a range of people
- Ability to relate to the client group and a basic knowledge of issues
- Clear understanding of appropriate boundaries
- Ability to enthuse, motivate and carry projects forward
- Flexibility
- Ability to plan
- Good personal organization
- Ability to initiate and develop positive relationships with others
- Demonstrate ability to work as part of a team