



ACTIVITY GROUP VOLUNTEER

Stroke Rehabilitation Centre (SRC) - University Hospital Llandough

Location

SRC at University Hospital of
Llandough

Reports to

Ward Manager/Activities Coordinator

Accountable to

Voluntary Services Team

Time Commitment

minimum of 2 hours per week for the
time of the allocated group, for at
least 6 months

Required Checks

DBS (criminal Records Check)
Occupational Health check
Two References

Expenses

Reimbursed travel to/from location
on day of volunteering

PERSONAL REQUIREMENTS

- To have excellent listening skills and be non-judgemental.
- To be confident when communicating with service users, visitors, staff and general members of the public.
- To be enthusiastic about the aims and work of Cardiff & Vale UHB.
- To display levels of empathy and understanding at all times.
- To be presentable, smart and always wearing UHB Volunteer uniform and ID badge.
- To recognise when to refer issues and questions to UHB staff.

OUTLINE OF DUTIES

SRC is a 38 bed unit with an average stay of 6 weeks.

Volunteers are part of and supported by the multi-disciplinary team which includes Occupational Therapists, Physios, Nurses etc. The team works collaboratively to help patients with their stroke recovery and rehab journey.

Volunteers support staff in the facilitation of structured activities within SRC day rooms and garden areas. These could include helping patients to engage in; art groups, music groups, playing board games, social groups, outdoor groups and exercise groups.

The role will involve engaging with patients who will have varying needs and levels of functioning and so will require resourceful volunteers who are confident communicators and can demonstrate patience and resilience.

MAIN TASKS

- To treat all patients with dignity and respect
- To support patients to engage in and to encourage participation in activity sessions
- To be patient and resilient in approaching and encouraging patients to take part in activities.
- Assisting staff with structured activity sessions.
- To help organise and deliver sessions, liaising with the group facilitators
- To reassure anxious or nervous patients and help them to take part in the activities
- To help with setting up the room at the beginning of the session and returning the room afterwards
- Assisting patients between the common areas within the centre as directed by staff
- Using reminiscence tools
- Using the Interactive Touch Table

Volunteers will be treated inclusively by the Voluntary Services Team and the Multi-Disciplinary Team and will be offered ongoing supervision and guidance.

TRAINING AND SUPPORT

Volunteers will need to undertake Cardiff and Vale University Health Board Training and Induction as well as an appropriate level of manual handling and violence and aggression training.

Training needs will be identified through the supervision process and met through Cardiff and Vale UHB Training Programmes.

COVID19 SPECIFIC GUIDANCE

- All volunteers must be aware of the need to stop volunteering should they feel unwell and to follow the latest government and NHS advice especially regarding COVID-19 symptoms.
- Training, guidance and induction to be provided via e-learning or virtual technology where possible.
- Volunteers must be provided with the required levels of PPE and be trained in the usage, donning, doffing, and disposal of PPE in line with UHB guidelines.

BENEFITS TO THE VOLUNTEER

This role offers:

- Experience of team working.
- Satisfaction of assisting others and providing an invaluable volunteer service to the Health Board and Community.
- An opportunity to develop personal skills and experience.
- An opportunity to develop communication skills further.
- An opportunity to develop knowledge about communication difficulties.
- Reference on request (only available once you have volunteered for six months).

PERSON SPECIFICATION

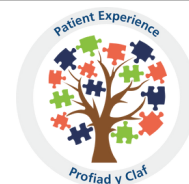
Criteria	Essential	Desirable
Understanding the importance of confidentiality and following procedures	X	
Experience of working in a health care setting		X
Excellent communication skills	X	
Ability to speak Welsh		X
Ability to work on own initiative and as part of a team	X	
Reliable and punctual	X	
Enthusiastic and outgoing	X	
Experience of volunteering		X
Willingness to undertake training	X	
Available to volunteer for the required time shown	X	

Kind and caring
Caredig a gofalgar

Respectful
Dangos parch

Trust and integrity
Ymddiriedaeth ac uniondeb

Personal responsibility
Cyfrifoldeb personol





GWIRFODDOLWR GRŴP GWEITHGAREDD

Ganolfan Adsefydlu wedi Strôc (SRC) yn Ysbyty Athrofaol Llandochau

Lleoliad

SRC yn Ysbyty Athrofaol Llandochau

Yn adrodd i

Y tîm amlddisgyblaetho

Yn atebol i

Tîm Gwasanaethau Gwirfoddol

Ymrwymiad Amser

o leiaf 2 awr yr wythnos ar gyfer amser y grŵp a neilltuwyd, am o leiaf 6 mis

Gwiriadau Gofynnol

DBS (Gwiriad Cofnodion Troseddol)
Gwiriad Iechyd Galwedigaethol
Dau Eirida

Treuliau

Caiff treuliau teithio i/o leoliadau ar ddiwrnod gwirfoddoli eu had-dalu

GOFYNION PERSONOL

- Meddu ar sgiliau gwranddo rhagorol a bod yn anfeirniadol.
- Bod yn hyderus wrth gyfathrebu â defnyddwyr gwasanaeth, ymwelwyr, staff ac aelodau o'r cyhoedd.
- Bod yn frwdfrydig am nodau a gwaith Bwrdd Iechyd Prifysgol Caerdydd a'r Fro.
- Dangos lefelau o empathi a dealltwriaeth bob amser.
- Edrych yn drwsiadus, yn smart a gwisgo gwisg a bathodyn adnabod Gwirfoddolwr Bwrdd Iechyd y Brifysgol bob amser.
- Cydnabod pryd i atgyfeirio materion a chwestiynau at staff Bwrdd Iechyd y Brifysgol.

AMLINELLIAD O'R DYLETSWYDDAU

Mae SRC yn uned 38 gwely gydag arhosiad cyfartalog o 6 wythnos. Mae gwirfoddolwyr yn rhan o, ac yn cael eu cefnogi gan, y tîm amlddisgyblaethol sy'n cynnwys therapyddion galwedigaethol, Ffisïau, Nyrsys ac ati. Mae'r tîm yn gweithio ar y cyd i helpu cleifion gyda'u taith adferiad strôc ac adferiad.

Mae gwirfoddolwyr yn cefnogi staff i hwyluso gweithgareddau strwythuredig o fewn ystafelloedd dydd a gerddi SRC. Gallai'r rhain gynnwys helpu cleifion i gymryd rhan mewn: grwpiau celf; grwpiau cerdd; chwarae gemau bwrdd; grwpiau cymdeithasol; grwpiau awyr agored a grwpiau ymarfer corff.

Bydd y rôl yn cynnwys ymgysylltu â chleifion a fydd ag anghenion a lefelau gweithredu amrywiol ac felly bydd angen gwirfoddolwyr dyfeisgar sy'n gyfathrebwyr hyderus ac yn gallu dangos amynedd a gwydnwch.

PRIF DASGAU

- Trin pob claf ag urddas a pharch
- Cefnogi ac annog cleifion i gymryd rhan mewn sesiynau gweithgareddau
- Bod yn amyneddgar ac yn wydn wrth fynd at gleifion a'u hannog i gymryd rhan mewn gweithgareddau.
- Cynorthwyo staff gyda sesiynau gweithgareddau.
- Helpu i drefnu a chyflwyno sesiynau, gan gysylltu â hwyluswyr y grŵp
- Rhoi sicrwydd i gleifion pryderus neu nerfus a'u helpu i gymryd rhan yn y gweithgareddau
- Helpu i osod yr ystafell ar ddechrau'r sesiwn a thacluso'r ystafell ar y diwedd
- Mynd gyda defnyddwyr gwasanaeth rhwng yr ardaloedd cyffredin yn y ward os bydd aelod o staff yn gofyn am hynny
- Defnyddio offer hel atgofion gyda chleifion
- Defnyddio'r bwrdd cyffwrdd rhyngweithiol

Bydd gwirfoddolwyr yn cael eu trin yn gynhwysol gan y Tîm Gwasanaethau Gwirfoddol ac mae y tîm amlddisgyblaethol a byddant yn cael cynnig goruchwyliaeth ac arweiniad parhaus.

HYFFORDDIANT A CHYMORTH

Bydd angen i wirfoddolwyr ymgymryd â chynllun Hyfforddi a Sefydlu Bwrdd Iechyd Prifysgol Caerdydd a'r Fro yn ogystal â lefel briodol o hyfforddiant codi a chario a thrais ac ymddygiad ymosodol. Caiff anghenion hyfforddi eu nodi drwy'r broses oruchwylio a'u diwallu drwy Raglenni Hyfforddi Bwrdd Iechyd Prifysgol Caerdydd a'r Fro.

CANLLAWIAU COVID-19 PENODOL

- Rhaid i bob gwirfoddolwr fod yn ymwybodol o'r angen i roi'r gorau i wirfoddoli os yw'n teimlo'n sâl ac i ddilyn cyngor diweddaraf y llywodraeth a'r GIG yn enwedig o ran symptomau COVID-19.
- Caiff hyfforddiant, arweiniad a phroses sefydlu eu darparu drwy e-ddysgu neu dechnoleg rithwir lle bo hynny'n bosibl.
- Rhaid darparu'r lefelau gofynnol o PPE i wirfoddolwyr a'u hyfforddi i ddefnyddio, gwisgo, diosg a gwaredu PPE yn unol â chanllawiau Bwrdd Iechyd y Brifysgol.

MANTEISION I'R GWIRFODDOLWR

Mae'r rôl hon yn cynnig:

- Profiad o weithio mewn tîm.
- Boddhad o gynorthwyo eraill a darparu gwasanaeth amhrisiadwy i'r Bwrdd Iechyd a'r gymuned.
- Cyfle i ddatblygu sgiliau a phrofiad personol.
- Cyfle i ddatblygu sgiliau cyfathrebu ymhellach.
- Cyfle i ddatblygu gwybodaeth am anawsterau cyfathrebu.
- Geirda ar gais (ar gael ar ôl i chi wirfoddoli am chwe mis yn unig).

MANYLEB Y PERSON

Meini prawf	Hanfodol	Dymunol
Deall pwysigrwydd cyfrinachedd a dilyn gweithdrefnau	X	
Profiad o weithio mewn lleoliad gofal iechyd		X
Sgiliau cyfathrebu da	X	
Gallu siarad Cymraeg		X
Gallu gweithio'n annibynnol neu fel rhan o dîm	X	
Dibynadwy a phrydlon	X	
Brwdfrydig a llawn cymhelliant	X	
Profiad o wirfoddoli		X
Parodrwydd i ymgymryd â hyfforddiant	X	
Ar gael i wirfoddoli am yr amser sydd ei angen	X	

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