

**Job Description**

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| **Role: Volunteer Care Assistant** |
| **Purpose:**  To volunteer within Persona Services carrying out the following tasks:   * Reception/administration cover |
| **This role will make a difference by….**  Providing valuable support across the business to customers and staff. |
| **Duties and responsibilities:**  Assisting staff where appropriate with activities and tasks, contributing to the service provided within Persona.  Reception/Admin:  Providing cover of the reception area including answering the phone, meeting and greeting visitors, general administration.  Collecting and delivering post between sites.  Collecting and delivering prescriptions for service users.  **Skills:**  Be comfortable volunteering within a group or by yourself and to use your own initiative but be able to ask.  Reception/Admin: Friendly, polite and have good communication skills.  **General**  The opportunity to develop new and existing skills and gain experience volunteering.  The opportunity to meet new people.  The satisfaction of knowing you are making a vital difference to service users and staff within Persona.  If you want to make a difference to someone who needs your support and want to be part of this exciting programme, this is the role for you.  This could be an ideal opportunity for someone who wants to gain experience in the social care field. |