

# VOLUNTEERING POST DESCRIPTOR



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| <b>Title</b>                                   | <b>CHIP VAN Assistant</b><br>Ref No:  |
| <b>Location</b>                                | East-Ayrshire wide as part of the CHIP Van's Community Visits timetable, negotiated with volunteer.   |
| <b>Age Limits</b>                              | 16+   |
| <b>Dress code</b>                              | Volunteer t-shirt will be provided  |
| <b>Times/ Days</b>                             | Volunteers are free to decide how much time they wish to give up, but we do ask that you give serious consideration to how much time that you can offer to volunteering with us before we arrange training for you.   |
| <b>PVG / Basic Disclosure Required</b>         | PVG Adults<br><br>Targeted work regularly teaching, instructing, training and supervising adults with additional support needs/mental health needs/receiving a care service.  |
| <b>Pre-entry Qualifications Required?</b>      | Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>   |
| <b>If Yes, detail</b>                          |   |
| <b>Team/ Section providing the opportunity</b> | <b>Lifestyle Development, Older Adults and Wellbeing</b><br><b>Contact:</b><br><b>Kevin Mitchell Lifestyle Development Officer on (01563) 576407 or by email at kevin.mitchell@east-ayrshire.gov.uk</b>   |
| <b>Duties and Responsibilities</b>             | To assist with the delivery of health checks and provide advice and support based on the results, as well as broader healthy lifestyle information. The health checks include: <ul style="list-style-type: none"> <li>• Blood Pressure</li> <li>• Body Composition Analysis</li> <li>• Peak Flow Test</li> <li>• Grip Strength</li> </ul> To signpost onto other health professional, projects, agencies etc for additional support.<br><br><b>We ask all volunteers to:</b> <ul style="list-style-type: none"> <li>• <b>Have time and enthusiasm for volunteering</b></li> <li>• <b>Understand the need for support and supervision</b></li> <li>• <b>Have the time to undertake ongoing training</b></li> <li>• <b>Be reliable</b></li> </ul> |

**East Ayrshire's Vibrant Communities service provides a range of services/support to community groups and individuals across East Ayrshire.**

**The services provided include**

- External funding
- Mobile skate park
- Community councils
- Work with parents and children
- Working with young people
- Working with older people
- Health information/classes
- IT classes
- Literacy and numeracy
- All ability sports activities and much more

**The wide range of services provided means we can offer a wide range of volunteering opportunities in a variety of settings and locations.**

**Training:**

**Prior to appointment, all volunteers will be required to undertake mandatory training in the following topics:**

- Protecting people
- Vibrant Communities overview
- Customer care and complaint handling
- Diversity and equality

**All of these courses will be undertaken on-line after registration as a Vibrant Communities volunteer is completed.**

**Other Training**

**Induction training will be delivered by volunteer supervisor.**

**CPI (Personal safety), Manual Handling (objects) and Literacy Awareness training will require to be completed within 6 months of appointment.**

**A wide range of further training opportunities are available to all volunteers, both post specific and general.**