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## Speech and Language Therapy Volunteer

### Volunteer role description

Wirral Community Health and Care NHS Foundation Trust values each and every one of our volunteers and the varying skills, experience and personality that each of you bring to our organisation.

We are looking for volunteers to work within our Adult Speech and Language Therapy team. The role involves working with the therapists and our administrative team based on Wirral Community Health and Care NHS Foundation Trusts sites.

It will mainly include assisting with housekeeping and administrative tasks.

### Department / organisation

Wirral Community Health and Care NHS Foundation Trust's Speech and Language Therapy department offers assessment, diagnosis and intervention both direct and indirect, to adults aged 18+, experiencing difficulties in any aspect of communication and/or associated swallowing problems. The department also strives to raise awareness of communication impairment across professional groups and the general public, as well as offering strategies for prevention. The department will also offer practical experience, whenever possible, to students from other disciplines.

### Location

Wirral Community Health and Care NHS Foundation Trust

Highfield, Victoria Central Health Centre, Mill Lane, Wallasey, CH44 5UF

Volunteers will support the team on WCHC trust sites only.

Monday to Friday AM or PM session 9.00am to 12.30pm or 1.00pm to 4.30pm.

**Please indicate on your form the session/s you are able to attend. Volunteers are able to do one or two three or four hour sessions per week.**

### Main tasks

- To help in organising therapy resources/materials and setting up an easy to access resource library
- To photocopy resources as needed
- To laminate resources as required
- To scan documents on to the computer shared drive for easy accessing for printing to a photocopier
- To meet and greet parents/carers at trust venues when therapists are running parent/carers groups.
- To support trust clinic locations and encourage carers/clients to complete questionnaire/feedback form

### Requirements

- To be reliable and attend on a regular basis
  - Attend regular support/supervision sessions with a supervisor
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- Discuss all relevant issues/problems that may arise
- To comply with and be aware of guidelines around patient / client confidentiality

## Closing date and application information

Closing date: [see website](#)

If you want to apply, download the application form and then either:

- 1) complete it electronically, then email it to [wchc.membership@nhs.net](mailto:wchc.membership@nhs.net)
- 2) print it off and post it to:

### **The Volunteer Services Manager**

Wirral Community Health and Care NHS Foundation Trust  
St Catherine's Health Centre  
Wing 5, 1st floor  
Derby Road  
Birkenhead  
Wirral  
CH42 0LQ

- 3) To request a paper copy of the application call; Linda Hamilton 0151 514 6342 ex; 1172 complete by hand and return by post.

## Additional information for all placements

### **Disclosure and Barring Service (DBS) checks**

Most volunteer placements will require a DBS (previously CRB) check. If needed, this will be confirmed before informal interview.

### **Occupational health assessment**

All volunteers have an occupational health assessment to ensure that the tasks they will be carrying out do not put themselves (our patients or staff) at risk.

### **Training**

Volunteers must attend all mandatory training and complete any identified training relevant to their role.

### **Volunteers must not:**

- Lift or move patients or heavy equipment
- Give medical advice or change a treatment plan
- Do work other than that is their role description

## About Wirral Community Health and Care NHS Foundation Trust

WCHC NHS Foundation Trust provides high quality community health and care as well as therapy services. Our dedicated staff work from dozens of clinics and community setting, as well as treating many people in their own homes.

### **Our Values:**

**Compassion** – Supportive and caring, listening to others.

**Open** – Communicating openly, honestly and sharing ideas.

**Trust** – Trusted to deliver, feeling valued and safe.

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