



STRATHCARRON HOSPICE

Craft Worker

**Fixed term post covering Maternity Leave
(9 months in first instance)**

**Part Time 18 hours per week
(Monday – Wednesday)**

Salary: £14,258 - £17,003 per annum, pro rata

Ref No: 1201121

An opportunity has arisen for the recruitment of a Craft Worker to facilitate diversional and therapeutic activities for patients within our Day Care and In Patient Units. You should have expertise in a wide range of arts and crafts, and enjoy working with people.

In post you will work as a member of a large multi-disciplinary team and will be supported by the Day Care Sister, the Occupational Therapist and a wide range of volunteers. You would be expected to facilitate the day to day organisation of activities for the patients.

You should be able to demonstrate excellent organisational skills, the ability to work sensitively with patients of differing ability, and have the physical ability to move and handle patients and equipment.

Applicants with developed communication skills will ensure good working relationships within the team of professional staff and a considerable number of volunteers.

For further information, please contact Cathie McRobbie, Day Care Sister on 01324 826222.

Application forms and job descriptions are available by contacting Liz Aitken, HR Co-ordinator on 01324 826222, or via email at liz.aitken1@nhs.net

Closing Date: Thursday 19th January 2012

Interview Date: Monday 30th January 2012



STRATHCARRON HOSPICE

JOB DESCRIPTION

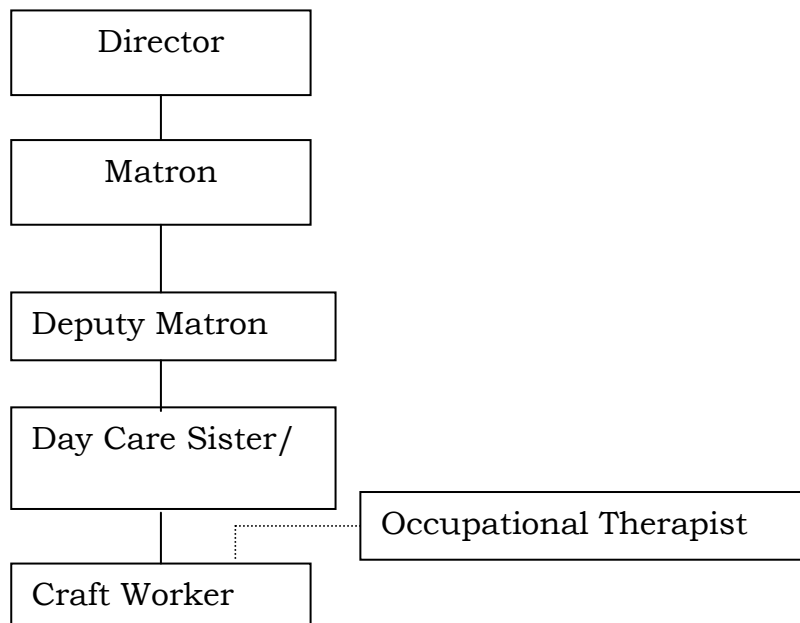
1. JOB DETAILS

Job Title: Craft Worker
Responsible to: Day Care Sister
Department: Occupational Therapy/ Day Care
Job Holder Reference:
No. of Job Holders: 2

2. JOB PURPOSE

Responsible for initiating and delivering a programme of appropriate activities and events for patients with specialist palliative care needs who attend Day Care or the In patient unit at Strathcarron Hospice, to promote enjoyment and fulfilment in a happy and relaxed atmosphere.

3. ORGANISATIONAL POSITION



ROLE OF DEPARTMENT

To offer a variety of activities designed to improve self worth and develop a sense of purpose in a safe environment.

4. DIMENSIONS

- Working with 80 – 100 day care patients per week.
- Also work occasionally with some patients from the 24 bedded in-patient unit.
- Working with patients either individually or in groups.

5. KEY DUTIES/RESPONSIBILITIES

- To initiate and provide a varied range of activities for patients
- Organise materials and equipment, support patients in undertaking the full range of activities available, and assist in the completion and presentation of projects
- Maintain good rapport with several volunteers on a daily basis providing guidance and assistance in the safe delivery of activities.
- Ensure safe and appropriate use and maintenance of all equipment.
- Record keeping of individual patient activities.
- Respond to changing needs/demands of patients while in the department
- Assist with feeding day care patients when required
- Organise events for day care patients e.g parties, concerts, fete, BBQ, outings and entertainment.
- Keep up to date with new craft activities. Willing to learn new skills.
- Check stock levels and inform Occupational Therapist of need for materials.
- Process and organise storage of donated and purchased materials.
- Oversee the maintenance of external planters / greenhouse.
- Attend day care handover meeting.

6. SYSTEMS AND EQUIPMENT

Equipment:

- Sewing machines and Overlocker
- Cooker / BBQ
- Craft tools such as heat guns, craft knives, hotmelt guns, light box, sissix cutters, iron, paints
- Moving and handling equipment

Systems:

- Adhere to Hospice administration systems including annual leave and sickness recording; recording of educational attendance; policies and procedures relating to Human Resources and Health & Safety Guidelines.

7. ASSIGNMENT AND REVIEW OF WORK

- Initiate and organise programme of activities in discussion with Occupational Therapist and Day Care Sister.
- The Day care sister will carry out work Review and formal performance appraisal.

8. COMMUNICATIONS AND WORKING RELATIONSHIPS

- Utilise effective communication skills when working with patients.
- Communicate any concerns about patients to day care sister.
- Co-operate and maintain good relationships with volunteers, and all members of the hospice team.

9a. PHYSICAL DEMANDS OF THE JOB

Physical

Moving and handling of patients
Moving and Handling of furniture and equipment
Standing for proportion of the day

9b. MENTAL/EMOTIONAL DEMANDS OF THE JOB

Mental

- Concentration and attention to patients, tasks, volunteers.
- Dealing with interruptions and demands.

Emotional

- Working with the emotional distress of patients
- Communicating occasionally with bereaved relatives

10. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

Essential

- High standard of education i.e English and Arts subjects.
- Effective communication skills.
- Competent in a wide range of arts and crafts.

- Knowledge of equipment and materials required for activities/projects.
- High level of organisational skills.
- Ability to work as part of a multi-disciplinary team.
- Ability to work autonomously.
- Ability to work with groups
- Ability to multitask

Desirable

- Experience of working in health care environment.

11. JOB DESCRIPTION AGREEMENT

Job Holder's Signature:

Date:

Head of Department Signature:

Date

STRATHCARRON HOSPICE

Terms and Conditions: The terms and conditions of service are those laid down in line with the Whitley Council terms and conditions.

Location: Strathcarron Hospice.

Salary Scale: Band 2, £14,258 -£17,003 per annum, pro rata

Staff taking up a new appointment with Strathcarron Hospice will normally enter the scale at the minimum of the pay band/range. Any appointment above the lowest point of the pay band/range will be subject to verification of previous NHS/Hospice services or experience outside the NHS/Hospice, which is given in recognition of relevant complete years of experience.

Hours: Part time 18 hours per week

Employees may be required to vary the pattern of their working week subject to the exigencies of the service.

Duration: Fixed Term covering Maternity leave (9 months in first instance).

Annual Leave: 27 days rising to 29 days after 5 years service and to 33 days after 10 years service plus 8 public holidays (pro rata).

Or

202.5 hours rising to 217.5 hours after 5 years service and to 247.5 hours after 10 years service plus 60 hours public holiday (pro-rata)

Sick Leave & Pay: In accordance with Strathcarron Hospice provisions. This post is superannuable under The Falkirk Council Local Government Superannuation Scheme and your remuneration will be subject to deduction unless you choose to opt out of the scheme.

Superannuation:

Right to work in the UK: Strathcarron Hospice has an obligation to ensure it does not employ any worker who has not been granted the relevant permission to work in the UK. This permission is without exception granted by the UK

Border Agency. We are required to check the entitlement to work in the UK for all prospective employees, regardless of nationality or job category

Pre-employment Health Assessment:

No appointment can be confirmed until a satisfactory medical examination has been undergone.

Protecting Vulnerable Groups Scheme

(if applicable):

From 28th February 2011 the Scottish Government introduced a new membership scheme to replace and improve upon current disclosure arrangements for people who work with vulnerable groups. If the duties of this post involve regulated work with children and young people and/or protected adults, the successful candidate will require to be a member of the PVG Scheme and consent to Strathcarron Hospice obtaining a Scheme Record or a Scheme Record Update, if they are already a member of the Scheme. More information of the PVG Scheme can be found at www.disclosurescotland.co.uk

Police Act Disclosure Check

(if applicable):

If the duties of this post require the declaration and validation of criminal convictions, the successful candidate will be required to complete a standard or enhanced Police Act Disclosure Scotland check prior to any offer of appointment being made. In the event of employment, any failure to disclose such convictions could result in the withdrawal of any offer, disciplinary action or dismissal by Strathcarron Hospice.

Confidentiality:

In the course of your duties you may have access to confidential information concerning patients or staff. Unauthorized disclosure or removal of information may lead to consideration of disciplinary action.

Equality in Employment:

Strathcarron Hospice fully supports the principle of equality in employment and opposes all forms of unlawful and / or unfair discrimination which cannot be shown to be justified. Strathcarron Hospice is committed to ensuring equality of treatment for both present and potential employees.

Tobacco Policy:

In line with Strathcarron Hospice's tobacco policy, Strathcarron Hospice is a smoke free environment. This means that smoking will not be permitted by staff

anywhere within the Hospice premises including residences and grounds

Health & Safety:

All employees have a responsibility for their own health & safety and the health & safety of others who may be affected by what they do. Employees also have a duty to co-operate with their employer by following Strathcarron Hospice policies and procedures and safe systems of work; by using equipment safely and by bringing any shortcomings in health and safety arrangements to the attention of their employer. Where something is provided in the interests of health & safety employees must not interfere or misuse it. All employees have a legal responsibility to report any shortcomings in terms of this in their area. Managers and supervisors have a responsibility for monitoring health & safety arrangements and ensuring staff are following policies and procedures and safe systems of work.

Partnership Agreement:

Contributing to the development of partnership working by: supporting Strathcarron Hospice in delivering its goals and objectives; supporting continuous improvement in own performance and the performance of the department, directorate and Strathcarron Hospice; attending training, development and other activities aimed at improving own skills and for the benefit of the organisation and patient care.

Completed application forms should be returned to:

**Liz Aitken
HR Co-ordinator
Strathcarron Hospice
Randolph Hill
Denny
FK6 5HJ**

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