

Nail Cutting Volunteer

Age Concern Wiltshire

Description :

- " Ensure an up to date list of appointments booked for the day is available by liaising with the project co-ordinator/office admin staff.
- " Liaise with managers at clinic sites to confirm clinic dates/times.
- " Preparing for clinics both by ensuring enough supplies of such items as couch roll, protective gloves etc are available and that the venue is made suitable prior to a clinic.
- " Preparing service users for treatment.
- " Clearing up after a clinic.
- " Cutting and filing nails in accordance with the training received
- " Assisting with foot care advice.
- " Completing individual service user records following each treatment.
- " Completing and returning to Age Concern monthly statistics regarding the number of treatments undertaken.
- " Liaising with the nail care receptionists.
- " Ensuring that payments made by service users for treatments are recorded and banked in accordance with ACW's procedures.
- " Adhering to relevant Age Concern policies and procedures, such as Confidentiality, Health and Safety and Equal Opportunities.
- " Ensure those services users who may present with a problem are referred to the Project Coordinator for referral on to the appropriate professional.
- " Send details of future appointments booked for service users to the co-ordinator along with requests for help to arrange transport.

Full training will be provided to all volunteers and will include the use of necessary equipment for nail cutting, Health and Safety, basic First Aid and day-on-day running of clinics. Volunteer nail cutters will receive monthly support visits by the project co-ordinator and be expected to attend regular (quarterly) team meetings with other nail care volunteers and the project coordinator as well as yearly updates with the Podiatry Service.

Organisation Description :

We provide services to help maintain older people's wellbeing and independence in Kennet, West Wiltshire and North Wiltshire. Our services include information and advice, befriending, gardening, nail care, a traders scheme, support to independent day centres and lunch clubs and home support.

When Required :

Mon-Fri Day Mon-Fri Eve
Commitment: Part Time

Areas of Interest :

Elderly

Types of Activity :

General and Helping

Skills and Qualifications :

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Additional/Specific Suitabilities :

Age/Gender Restrictions:	Over 18
Equal Opportunities Policy:	Yes
Expenses:	Yes
Induction:	Yes
Insurance Cover:	Yes
Support on offer:	Yes - Community Service Manager
Training:	Yes

Directions :

Our main office is in Devizes in the Market Place next to the Gazette and Herald. Our office is fully accessible to people with a range of disabilities. If you need any particular help accessing Age Concern Wiltshire offices or any of our services then please let us know how we can help.

Recruitment Method :

Application Form, CRB Check, Informal Discussion, Interviews, References

Contact Information :

Contact:

**c/o Voluntary Action Kennet
Office D
12 River Street
Pewsey
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