



VACANCY FOR COMMUNITY VISITOR COORDINATOR

Hammersley Homes is launching a Community Visiting Home Support Service for people who suffer from enduring mental illness.

JOB TITLE:	COMMUNITY VISIT COORDINATOR
HOURS OF WORK:	16 hours per week, flexible
LOCATION:	Covering the New Forest area and working from home.
SALARY:	£10,000 per annum

This is a developing role in which the Coordinator will help build the service, recruit and support a team of volunteers who will take time with the referred client; have coffee, go for a walk, help with shopping perhaps, or just sit and talk. In addition, they can supportively check medical compliance, that bills are being paid and medical and social care appointments kept. Volunteers will notice if there is any decline in mental health and seek wider support when required.

It is important that both the Community Visitor and client enjoy the experience.

They should both get an enhanced sense of wellbeing from the service.

COORDINATOR'S ROLE

- ❖ Design/update volunteer induction and training programmes
- ❖ Recruit and induct volunteer team
- ❖ Assessments and reviews (clients and volunteers)
- ❖ Ensure DBS (Police checks), Data Protection and Confidentiality
- ❖ Be trained as Safeguarding lead
- ❖ Deliver training to volunteers
- ❖ Deliver/coordinate group supervision
- ❖ Daily co-ordination of service
- ❖ Check and File the Volunteer Visitors' report forms
- ❖ Help build a replicable and scalable service

The Coordinator will be expected to undertake mandatory trainings, and training as safeguard lead.

APPLICATIONS

For full job description, please send your CV and letter of application to Cavan Bullen: c.bullen@hammersleyhomes.org by 15th May 2021

Start date – as soon as possible