

Stockroom Support

Volunteer Role Description



Role

The aim of this role is to support Community Nursing & Therapy Teams by keeping clinical stockrooms tidy and well organised .



Role purpose

Volunteers will assist by auditing and replenishing equipment used by the community nursing team, including bandages, creams, scissors, syringes, water and gloves. Volunteers will also help by putting away deliveries including the collapsing and disposal of packaging. Due to the nature of this role, the ability to lift heavy boxes safely is essential; training will be provided.

By carrying out this role, volunteers will help reduce wastage of both clinician time time (with clinicians able to quickly locate items) and stock , with effective rotation and auditing ensuring items are less likely to go out of date or be over-ordered.



Time commitment

Volunteering for this role involves an ongoing weekly commitment of approximately 2 hours per week on the weekday which best coincides with the delivery schedule for clinical stock .



Location

XXXXXXXXXXXXXXXXXXXX



Role Responsibilities

Activities you may be asked to carry out in this role :

1. Auditing the stockroom supplies
2. Moving and opening boxes of new stock
3. Putting away new items in the correct place
4. Ensuring the cupboard is kept tidy
5. Flattening boxes



Our Responsibilities

You will be supported by the Digital Volunteer Co-ordinator, who will also support you through your induction and provide ongoing support throughout your time as a volunteer.

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Volunteer profile

A Stockroom Support volunteer will be friendly, compassionate and enthusiastic about supporting the work of NCH&C NHS Trust.

In addition, they will have / be:

1. A friendly and approachable manner.
2. A good command of verbal and written English
3. A commitment to undertake training appropriate to the role
4. A good understanding of the importance of confidentiality
5. Good communication and interpersonal skills
6. Ability to work with the technical requirements of the role
7. A flexible approach and attitude
8. Punctual, trustworthy and reliable
9. Responsible, mature and honest
10. Non judgemental
11. Willing to treat all patients, relatives, staff and other volunteers with consideration, politeness, dignity and respect
12. Able to deal with patients who may be angry or upset
13. Able to work within the guidelines
14. Able to accept appropriate supervision and guidance from staff
15. Physically fit , well and mobile, able to move and handle boxes of stock

Registration and training

All volunteers will need to provide two appropriate character references. All volunteers will have attended the Volunteers' Induction day session. Your volunteer induction will give you all the information you need to feel confident to volunteer with us, and in addition you will attend a site induction session specifically to learn about the the practicalities of volunteering in this specific role.

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Expenses information

We do reimburse volunteers for any reasonable expenses, mainly travel expenses, for roles which involve attending an NCH&C site.



Training

All Voluntary Norfolk volunteers must complete some training before they can start to volunteer. This will involve an in-person induction session (accommodations can be made for volunteers that cannot attend in-person sessions, due to the nature of the role).



Further Information on the role

For further information on this role, please contact Volunteering@nchc.nhs.uk

How to apply

To apply for the volunteer role please complete our [online registration form through the MyImpactPage](#).

This role description is not intended to be a legally binding document, and it applies for the duration of your volunteering time with Voluntary Norfolk. No volunteering will substitute a paid member of staff.