

Volunteer Role Description

Title:	Mealtime Assistant
Responsible to:	Manager/Activity Co-ordinator
Expected Commitment:	Flexible shifts/days
Location:	New Wycliffe home, Rushey Mead

About Us:

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

We are passionate about providing the very best services; in hospitals, at home, in residential care and in the community. Whether someone is newly diagnosed or has lived their whole life with reduced sight, Vista's specialist staff provide a vital lifeline to over 6,000 local people each year.

Primary Objectives:

Our residents have increasingly complex needs and to fulfil these needs we would like to recruit volunteers to help us with mealtimes.

Mealtimes are:

Breakfast: 8.30am - 10.30am

Lunchtime: 12pm - 2pm

Teatime: 4.30pm - 6.30pm

Volunteers can commit themselves to as few or as many days/mealtimes as they wish.

Responsibilities:

- To support individuals with their meals and drinks, responding to the needs and wishes of each person.
- To assist with serving drinks and food as per instruction from trained staff.
- To pass on any concerns regarding an individual's diet
- To support with clearing the tables in the dining room.
- Support each individual to make their own choice.
- To respect the confidential nature of personal information.

Qualities and skills we are looking for:

- The ability to act appropriately in an environment that may be emotionally demanding
- To be reliable and have a genuine interest in the desire to make a difference in the lives of visually impaired people
- Good communication skills
- Patience and a warm and friendly attitude
- Flexibility as to availability.

Support provided for you:

- Visual Impairment Awareness training will be provided and take place at Vista
- Regular newsletters, updates and news from the Volunteer Manager at Vista
- Other training as identified
- Reimbursement of out of pocket expenses such as mileage or public transport costs.

We hope that by becoming a volunteer you:

- Increase your own self confidence
- Meet new and interesting people
- Learn new skills that could be helpful for future employment opportunities or further learning
- Have fun!

Health & Safety:

All volunteers will be expected to:

- Ensure that they comply with Vista's Health & Safety policy at all times
- Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

Equality, Diversity and Rights:

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue to ensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

This volunteering opportunity is subject to a DBS check and sets out the duties of the role at the time when it was drawn up. Such duties may vary from time to time without changing the general climate or level of responsibility entailed.

Next steps:

If you are interested in applying, the next step is to complete our volunteer application form. Please download our application form and return to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**, or email **volunteering@vistablind.org.uk**. Alternatively, to request a form please email **volunteering@vistablind.org.uk** or call **0116 249 8843** to have one posted.