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| **Volunteer Recruitment Request Form** |
| **Placement Title/Role:**  | Meet & Greet Volunteers |
| **Date of Request:** | 2022 0926 |
| **Request made by:** | Nellie Bosworth |
| **Service/Group:** | BANES Treatment Services |
| **PLACEMENT DETAILS** |
| **Principle Purpose of the Job**To be a welcoming face for Clients at The Beehive centre. And to provide efficient administrative, and data support function to the service. To proactively support the smooth running of the administrative functions within the service and therein support the organisational effort to prevent drug and alcohol related mortality. **Key Duties and Responsibilities The duties and responsibilities of the role are wide ranging and the lists below should be seen as a set of examples as opposed to an exhaustive list:**Operational Duties1. Meet, greet and welcome clients and discuss interests/needs of the client to refer to the appropriate individual in treatment services.
2. Maintain the office environment – ensuring it is a clean and welcoming space.
3. Provide administrative support for specific harm reduction services in BANES
4. Maintain and create record-keeping systems as required.
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| Time commitments: | ½ or Full day one day per week (any day/time between Monday and Friday 9-5pm) |
| Location of role: | The Beehive Bath  |
| **VOLUNTEER PROFILE** |
| Professional qualifications or experience REQUIRED: | None |
| Soft Skills REQUIRED: | Fit with DHI Values (Self-Direction, Stimulation, Zest for Life and Flexibility).Plus: *Calm, relaxing, welcoming manner*And ideally:*An interest and understanding of addiction* |
| This role is suitable for people with mobility challenges: Building is accessible |
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| **VOLUNTEER SUPPORT/BENEFITS** |
| Volunteers will get standard induction. |
| Travel costs to/from The Beehive will be covered |
| Volunteers are covered by  | DHI professional indemnity insurance |
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