

Help in vaccinating against Coronavirus!

We are looking for caring and compassionate volunteers to help with the safe and smooth operation of COVID-19 vaccination sites.

You do not need previous healthcare experience for this role. We are looking for people with a variety of skills and experience. This opportunity might appeal to:

- Retired nursing / clinical staff or those that have worked in a care home setting.
- Support workers or those who have experience of working with people face-to-face.
- People with counselling or mental health support skills.
- Existing volunteers from a voluntary /community group.
- People with language skills who are able to support Bolton's diverse communities.

Please note that:

- You may not be called upon.
- You may be called upon at short notice.
- Sessions will be flexible and in 4-hour slots from 8am to 8pm, 7-days a week.
- A full induction and Personal Protective Equipment (PPE) will be provided.
- Additional training opportunities may be available to volunteers who are interested (e.g. basic life support).
- Expenses, including parking and other out of pocket costs will be fully reimbursed.
- Lunch is provided.

Volunteer role: COVID-19 vaccine site support

Based at various COVID-19 vaccination sites in Bolton (sites tbc).

Bolton's Primary Care Networks host a number of COVID-19 vaccination sites across the borough. Each site will be required to deliver a high volume of vaccines to Bolton residents in a COVID-safe, professional and efficient manner. Site teams will consist of clinical and non-clinical staff, such as GPs, nurses, health care assistants, administrators and site stewards.

The role of a site steward is essential in the delivery of the COVID-19 vaccination. This volunteer role provides a great opportunity for individuals to be a part of a high-performing team involved in the vital efforts to stop the spread of coronavirus.

Bolton GP Federation will fully support volunteers. We will be flexible around scheduling to suit your availability and work around other commitments. The sites operate from 8am to 8pm, 7-days a week at a variety of sites across Bolton.

Objective of the post

- To support the smooth, safe and efficient running of the COVID-19 vaccination clinics.

Main duties and responsibilities

Front of clinic:

- Maintaining a visible presence in and around the vaccination site, promoting a positive, reassuring and professional image of the service.
- Helping to maintain a clean and tidy environment.
- Managing queues into the clinic in a COVID-safe, professional and friendly manner.
- Carrying out COVID-19 symptoms questionnaires with residents, including temperature checks.
- Ensuring individuals are following COVID-19 measures, including social distancing, hand washing and face coverings.
- Providing advice and information to residents on the vaccination process and COVID-19 measures required.
- To hand out leaflets on the streets within the vicinity of the clinic site and / or through letterboxes.
- Record keeping
- Supporting the reception staff with the booking-in process when required.
- Ensuring individuals leave the clinic safely and with the required post-vaccination information.

Back of clinic

- Carrying out regular staff PPE checks and escalating as appropriate if levels drop.
- Working closely with the Health Care Assistants, supporting with access to the resources required to carry out their role, such as cleaning materials, PPE, etc.
- Providing wellbeing support to vaccinating staff such as refreshments and team spirit.

Person Specification:

- Empathetic and caring nature
- Enthusiastic and positive attitude
- Organised with good time management skills
- Excellent communicator
- Ability to work as part of a team
- Willingness to undertake relevant training courses
- Ability to maintain high level of confidentiality
- Communicate to the appropriate qualified member of staff any problems or concerns
- Maintain acceptable standards of practice
- Flexible in approach to service needs
- Treat people with dignity and respect
- Resilience to deal with potentially distressing situations