

## JOB DESCRIPTION

**Position:** Resident Spiritual Care Volunteer B – the Care Centre  
**Hours:** Fulltime residential  
**Terms:** Practising Sangha volunteer with monthly allowance  
**Line Manager:** Care Coordinator

The resident Spiritual Care Volunteer B is a member of the Care Team and reports directly to the Care Coordinator.

The Spiritual Care team offer welcome and hospitality to all guests in the Care Centre as well as planned Care Breaks for guests who are;

- facing long-term or life-limiting illness
- grieving the loss of a loved one
- living with a disability
- needing a break from being a carer
- experiencing difficulties in relationships
- experiencing stress or burn-out.

*The Resident Spiritual Care Volunteer B occupies a single en suite room in the Care Centre, with ocean view*

### **Responsibilities:**

1. Works closely with the Care Coordinator and the rest of the Spiritual Care Team to ensure a high standard of care is offered to all guests at the Care Centre.
2. Participates in the front office rota, with the rest of the Care Centre staff and volunteers, to process enquiries from visitors, telephone and email.
3. Offers hospitality, table fellowship and accompaniment and meets informally with guests.
4. Shares welcome and orientation cover with the rest of the Care Centre staff and volunteers.
5. Helps with housekeeping duties such as monitoring cleanliness, hygiene, food supplies etc. with the rest of the Spiritual Care Team and assists with catering, laundry, cleaning and other housekeeping duties as required.
6. Works with the rest of the Spiritual Care Team to support Care Breaks and care for Support Group Organisations.
7. Shares responsibility for event management of Spiritual Care public and training events.
8. Supports the Care Centre Administrator with venue hire bookings as required.
9. Provides night cover in the Care Centre when guests are present, on a rota with the Care Coordinator and Resident Spiritual Care Volunteer A.

**A typical working day is 6 hours and a working week is 5 days.**

**You are asked to make an initial commitment of 6 months to a year, with a 6-week trial period.**

### **Requirements**

- Rigpa student
- Spiritual Care experience or relevant professional experience
- Excellent written and spoken English
- Office and computer skills

- Good team worker and ability to work on own initiative
- Flexible
- Sociable