

<b>Volunteer Role</b>	COVID-19 Vaccination Volunteer Steward
<b>Location</b>	Vaccination Hubs (across Mid & South Essex, Suffolk and North East Essex)
<p><b>Role Description</b></p> <p>The Covid-19 vaccination programme is a vital element in combatting the virus and we want the vaccination to be taken up by as many people as possible. At our vaccination centres we want people coming for vaccinations to feel welcomed, comfortable and safe, and stewards will play an important role in making this happen.</p> <p>As a steward you will join a small team of other stewards to help the vaccination process run smoothly, efficiently and safely – for citizens, stewards and staff.</p> <p>In each session stewards will undertake a range of tasks. Key tasks will include, for example, welcoming people to the centre, directing vehicles around the arrival space, escorting people to the vaccination point, or checking on people after they've received the vaccination. Individuals who require care will be asked to bring their Carer with them, but you will need to identify people who may require some assistance.</p> <p>The vaccination centres will operate 7 days a week from 08.00 to 20.00. For volunteer stewards the day is divided into 3 sessions, and we ask people to commit to individual sessions of 4 hours plus 15 minutes handover time.</p>	<p>The following is a list of key requirements of the role.</p> <ul style="list-style-type: none"> <li>• Ensure smooth arrival onsite of those both coming for vaccination; staff required for operation of the site and logistics providers (both for site setup and ongoing use of vaccines and consumables).</li> <li>• Ensure efficient patient flow to the clinical assessment, vaccination station, post-vaccination observation area and pod exit.</li> <li>• Ensure speed, safety and security; address any issues that arise or escalate to a Healthcare Professional if needed.</li> <li>• Effectively communicate with the other areas' representatives to avoid congestion.</li> <li>• Ensure that citizens respect national guidelines such as social distancing and mask protection.</li> <li>• Identify citizens who require additional support (carer/chaperone, additional language support) and direct them to an alternative flow. Provide enhanced support to those requiring it (e.g. those who cannot queue standing).</li> <li>• Assist in the prevention of overcrowding by ensuring the crowd limits in various parts of the ground are complied with.</li> <li>• Be fully conversant with any methods or messages used to alert staff that an emergency has arisen.</li> <li>• Report immediately to a Supervisor of anything that is likely to pose a threat or danger to the citizen and site safety.</li> </ul>

<p><b>Additional Info</b></p> <p>Hot drinks will be available but for reasons of hygiene we ask that stewards bring their own food. Protective equipment such as masks and hand sanitiser will be available. No uniforms are needed, and you will be provided with a photo id as well as high visibility wear for outdoor tasks. Warm, comfortable clothing is recommended!</p>	<p>Volunteers need to have good:</p> <ul style="list-style-type: none"><li>• Communication</li><li>• Collaboration Skills</li><li>• Organisational Skills</li><li>• Problem solving skills</li><li>• Be able to deliver at a reasonable pace.</li></ul> <p>You will also need to have the ability to communicate in a calm and professional manner</p> <p>Volunteers who have language skills other than English, including British Sign Language or Makaton, may be asked to offer language support to patients so please highlight these skills within your application.</p>
<p><b>How to Apply</b></p>	<p>Contact the Trust Volunteering Team:</p> <p>Email: <a href="mailto:epunft.businesssupport.volunteering@nhs.net">epunft.businesssupport.volunteering@nhs.net</a></p>