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| **Role title:** | **Wish Planning Volunteer**  ***Ambulance Wish SA program*** |
| **Role reporting to and managed by:** | **Corporate Services Manager** |

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| **Purpose of this volunteer role** |
| This is a volunteer role for the planning stage of the Wish. The position requires exceptional organising, coordinating, planning, and people and communication skills. |
| **About Palliative Care South Australia** |
| Palliative Care South Australia (PCSA) is a leading charity and independent peak body representing palliative care providers, consumers and their families and those with an interest in palliative care in South Australia. PCSA was established in 1985 and is a membership-based organisation, supporting the individuals, families, carer’s, community members, as well as specialist and generalist health care professionals working with South Australians experiencing serious illness, dying, death and grief. Collectively, the PCSA membership body holds tremendous knowledge and wisdom about the challenges the sector faces and the opportunities those challenges can bring. PCSA is a founding member of Palliative Care Australia.  The AWSA Program is led by PCSA in partnership with St John Ambulance SA and Flinders University. |
| Commitment and Time Required |
| * Minimum 6 months volunteering * Availability: weekdays   + Planning requirements vary for each wish – approximately 10 hours required per wish * Location requirements:   + PCSA office   + It is possible to do the wish planning virtually |
| Main Tasks |
| * Follow the Wish planning process to Pre-Wish meeting   + Receive wish request   + Liaise with Wish site and conduct wish site assessment     - Identify wish site requirements   + Combine clinical assessment, site assessments and family discussion assessment into a Wish Care Plan   + Identify potential wish risks and create a mitigation plan   + Create Wish Itinerary and Wish Care Plan * Handover to Ambulance Wish Coordinator * Attend the Pre-Wish meeting and lead Wish Team through the Wish Care Plan * Liaise with the PCSA Team throughout the Wish planning stage * Process Wish documentation for the planning stage * Ensure all relevant forms have been completed and uploaded prior to Wish Day * Maintain Wish databases and spreadsheets * Provide other planning support to the Ambulance Wish Coordinator |
| Skills, experience, and attributes |
| * Recent nursing experience (enrolled or registered); allied health experience; paramedic experience or frontline health experience in an acute health setting * Strong understanding of the Health Care sector * Personal experience or work experience in palliative care * Strong ICT skills * Ability to conduct health and site assessments and translate into a Wish Day care plan * Demonstrated ability to identify potential risks and identify mitigation strategies * Excellent organisational and time management skills, and ability to take initiative and prioritise. * Strong relationship-building skills to engage with external stakeholders, such as specialist service provider, Wish sites and partner organisations. * Demonstrated ability to work in a dynamic team and display organisational values at all times. * Flexibility to adapt to changing priorities and work in a fast-paced, dynamic environment. * High level of integrity and professionalism in handling sensitive and confidential information. |
| Requirements for the role |
| * National Police Check for all volunteers * Working with Children check * Current Drivers Licence   PCSA Requirements:   * Signed Volunteering Agreement * Completion of PCSA Volunteer Village induction * Read the PCSA VoliVillage Handbook |
| Reimbursement |
| * As per PCSA Reimbursement Policy, see Volunteer Village Handbook |

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| Volunteer to sign indicating they agree and understand this Role Description | | | |
| Print Volunteer Full Name |  | | |
| Signature |  | Date |  |