

<b>ROLE DESCRIPTION</b>
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<b>ROLE:</b>	Complementary Therapist
<b>REPORTS TO:</b>	Services Manager
<b>ACCOUNTABLE TO:</b>	CEO
<b>LOCATION:</b>	Sara Lee Therapy Centre, St. Michael's Hospice, other locations across Hastings & Rother as required (including home visits)
<b>SALARY:</b>	Up to £25,000 pro rata based on 37.5 hours full-time equivalent, for 6 hours per week 33 days annual leave (inclusive of statutory bank holidays)

**ROLE SUMMARY:**

To provide complementary therapies to patients with cancer and other life-threatening illnesses and their families/carers, at times agreed with the Services Manager and in accordance with the Trust Service Specification and Therapist Guidelines. Therapy may be provided at our Therapy Centre in Sidley, St. Michael's Hospice, client homes or other venues across Hastings and Rother

**MAIN DUTIES:**

**Therapy**

1. Deliver planned therapy within sphere of competence adhering to the standards, guidelines and procedures set out in the SLT Service Specification and Therapist Guidelines
2. Ensure that a systematic, holistic assessment, planning, implementation and evaluation of complementary therapy is undertaken for patients/carers
3. Have regard for circumstances when complementary therapies would be contraindicated and if in doubt regarding patient suitability to receive complementary therapy discuss with the Services Manager, or, in their absence, the referring professional
4. Monitor and review the effectiveness of the therapy given and modify it as necessary
5. Ensure that patients and their carers receive appropriate, up to date information regarding the services provided by the SLT
6. Liaise with other professionals working in the hospice, hospital, GP surgeries and community, as appropriate
7. Manage appropriate professional boundaries within the therapeutic relationship
8. Provide regular feedback and report any concerns to the Services Manager regarding patient/carer care and support
9. Maintain electronic therapy records in accordance with mandatory, legal and regulatory requirements
10. Make on-going complementary therapy appointments and enter in the SLT diary in liaison with the Services Manager/Centre Coordinator
11. Demonstrate flexibility to meet service needs, being available to travel to different locations to provide therapy and for some evening/weekend work

**Service development:**

1. Develop links with local referrers, and community, voluntary and other local groups and services

2. Make health information and promotional material increasingly accessible
3. Be actively involved in the recruitment of volunteer therapists in coordination with the Services Manager
4. Support and mentor Trust volunteer therapists
5. Contribute to other services where complementary therapies or input are required – e.g. group activities, presentations to partners, training of volunteers

**Training Personal Development and Professional Accountability**

1. Attend SLT and partner education/training programmes as appropriate
2. Undertake and provide evidence of continuing professional development in accordance with the regulations of the appropriate professional body
3. Be aware of, and comply with, all SLT policies and procedures, and all relevant partner policies and procedures
4. Participate in group supervision/reflective practice
5. Participate in the annual appraisal process
6. Maintain registration with a professional body for the Complementary Therapy or Therapies for which qualified in accordance with the SLT Service Specification and Therapist Guidelines
7. Act at all times in accordance with the Codes of Professional Conduct of all applicable Professional Bodies and the SLT Mission and Values
8. Maintain up to date Professional Indemnity Insurance
9. Maintain a healthy, safe and secure workplace (inc. reporting of hazards, injuries, and any areas of concern to management)

**Fundraising**

The Sara Lee Trust is a registered charity. It relies on the local community for a major proportion of its income through fundraising, principally undertaken by volunteers. For this reason, it is expected that all members of staff will endeavour to support the fundraising activities of the Trust, taking appropriate opportunities to explain the way the SLT operates. We want to encourage staff, when possible, to attend, in a voluntary capacity, at least two fundraising activities a year.

**Equal Opportunities**

The aim of the Trust’s policy is to ensure that no job applicant or employee is discriminated against either directly or indirectly on the grounds of race, colour, creed, sex, disability, marital status, age, nationality, ethnic or national origins. The Trust commits itself to promote equal opportunities and will keep under review its policies, procedures and practices to ensure that all users and providers of its service are treated and supported according to their needs.

This role description is not intended to be a complete list of duties and responsibilities, but as a guide for information about the post. It will be amended and developed in the light of experience and will be the focus for objective setting in the annual performance review.

Post holder’s Name: .....

Post holder’s Signature: ..... Date...

CEO Name: .....

CEO Signature: ..... Date...