

Overview of the Volunteer Role

SOSAD provides support for and affected by suicide or depression in several ways. Support services include suicide interventions, psychological assessments, one to one counselling and bereavement support. SOSAD also does a lot of suicide awareness work in schools and youth clubs as well as in the public domain. The SOSAD houses in Navan and Cavan are the centres where all this support can be accessed and we provide a safe and comfortable place for people to get the help and support they need and deserve. So it is crucial that we have office or admin staff to support all this work, by taking phone calls, meeting and greeting clients and ensuring appointments are met as well as providing support while counselling services are ongoing.

SOSAD Navan, SOSAD Cavan,

Administration Co-ordinator

The role of administration co-ordinator is to ensure that the admin function runs smoothly and that all the intervention officers, assessors and counsellors have all the support they need.

Their role consists of preparing the rosters for every department every week and ensuring that the SOSAD house is open and manned every day. In short, as well as normal office duties, such as answering the phones, liaising between SOSAD, and clients and other staff, the admin coordinator ensures the smooth running of the SOSAD branch.

Administration or office staff;-

The office staff are really the glue that holds the whole charity together and they work to support the front line staff that deal directly with clients every day. This is a crucial role within the charity as it allows all other aspects of the charity to function smoothly and promotes the work we do with everyone who calls SOSAD.

Tasks

- Ensure counselling room is set up for appointments i.e. heating, fragrance etc
- Greeting clients and provide refreshments 15 minutes on arrival
- Keep records of appointments
- Ensure clients and counsellors are aware of appointments in advance.

Time Commitment

A provision of 4 hour segments either 10am – 2pm, 2pm – 6pm or 6pm to close (depending on what counselling sessions are booked) on any day of the week between Monday and Friday. (Appointments can vary and occasionally occur in the evening – the exact time and date of which will be agreed beforehand).

Skills, Experience & Qualities Required

- Good organizational skills
- Ability to relate well to others
- Professional but welcoming manner
- Ability to work on your own
- Good time keeping

Training and Induction

- The Volunteer will receive an induction to the organisation prior to start date
- The Volunteer will receive support and supervision
- The Volunteer Manager will be the direct supervisor for this role
- The Volunteer will receive ongoing support from the supervisor

Benefits

- Personal Development
- Opportunity to build up portfolio experience
- Opportunity to meet new people
- Raise awareness and develop your community

Expectations

- The Volunteer conducts him/herself in a professional manner
- The Volunteer is respectful towards all clients and professionals and complies with our policies of confidentiality.
- The Volunteer will not speak on behalf of SOSAD without prior approval from the manager
- Good time keeping

Promotional Staff;-

SOSAD are looking for volunteers who are willing to work to ensure that all the SOSAD information, leaflets and posters are placed all over the area covered by SOSAD. So for Navan and Cavan we need people from around the county who are available for a few hours a week to make sure that the SOSAD information is displayed everywhere possible.

These promotional staff will work with the admin staff ensure that SOSAD is promoted everywhere and everyone know where SOSAD is, how to contact us and what we can do to help. It is an extremely important part of our strategy for reducing the numbers of suicide in 2012.