

Support & Self Care



Group Volunteer

Role Description

Aware Volunteer Support and Self Care Group volunteer Facilitators are responsible for facilitating regular Support and Self Care group meetings, which take place nationwide. The groups are for individuals who have experience of depression/anxiety, bipolar disorder and mood related conditions. Groups have an average of eight attendees. The meetings are facilitated by two volunteer facilitators, who receive initial and ongoing training from Aware. All volunteers adhere to Aware's ethos, policies and procedures

Facilitators work on a rota basis, usually at the same venue and day/time of week. They are supported by and report to a Support and Self Care Group Coordinator.

Person Description - Qualities and Skills

An Aware volunteer will be empathetic and possess good communication skills, have an ability to take direction and possess enthusiasm and passion for the area of mental health and/or for the work of Aware. The Aware volunteer must be respectful of others and understand the importance of being a supportive and flexible team player. They must be willing to make a long term commitment to volunteering with Aware and to participate in mandatory ongoing training.

Other Requirements

- Must be over 25 years of age
- Garda clearance will be required and two references
- Applications are accepted from applicants nationwide

- Children First Online training (further details will be provided by Aware on acceptance to Aware training).
- Fluent written and spoken English and basic IT skills

Guiding Principles:

- To treat persons attending the Support and Self Care group meeting with dignity and respect, with due regard to the principles and guidelines of Aware
- To facilitate the group meeting in a non-judgmental manner and in accordance with Aware's Confidentiality Policy
- To facilitate the group to encourage problem solving through clarification, consideration of options and to encourage positive action
- To promote pathways to recovery through the provision of literature and offering information on Aware's additional services including Life Skills, Support Line, Support Mail, Relatives Programme, Lectures and our website where appropriate

Commitment & Duties:

- To carry out the role as set out in the Aware Volunteer Agreement and to act at all times according to the guidelines and Code of Practice of Aware
- To participate in initial and ongoing training provided and facilitate groups with the Aware facilitation approach
- To honour a three hour weekly commitment (exclusive of travel) *for a minimum of eighteen months*, on an agreed rota, following your training
- To stay in regular communication with the Coordinator and all other active facilitators on the team
- Participate as required in evaluations and audits of the Service

- Attend a minimum of three quarterly Facilitator Meetings per annum and one Volunteer Education and Training Day
- Report via the volunteer section of the website any issues concerning 'confidentiality' as per the Aware Confidentiality Policy.
- Two facilitators are present for Support and Self Care group to take place. *It is critical that facilitators fulfil this commitment for the wellbeing of group members.*

In the event of an emergency where a facilitator is not available, he/she organises appropriate cover for themselves. The Coordinator must be kept informed of any changes to rosters which may impact group members.

- Adhere to the rota to support the consistency and efficiency of the Support and Self Care group
- Team agree responsibility for drawing up quarterly rosters and submission of monthly statistics
- Arrive 20/30 minutes prior to the Support & Self Care group meeting time for opening/setup
- Engage in Pre-Brief with Co-facilitator
- Display signage externally and internally to direct people to the meeting and set up room
- Meet and greet new/regular attendees on arrival; offer Aware literature; establish where people heard about Aware
- Open and close meeting punctually
- Engage in post meeting Debrief with other Facilitator

- Complete post attendance stats on a weekly basis and upload on monthly basis via Volunteer Section of the Aware Website
- Order meeting literature online
- Support promotion of local group (posters/flyers/information stands)
- Furnish detailed expenses with receipts to Aware on a weekly/monthly basis using an Aware expenses form (tea/coffee)

Benefits of Volunteering with Aware:

- Full training provided
- Ongoing support
- Development of skill set
- References provided upon completion of required period of service *
- Limited out of pocket expenses covered **
- Experience of working with a national organisation which strives for best practice and whose services are independently evaluated
- Opportunities to progress with Aware

* Details re provision of references outlined in section 4 5 of the Aware Volunteer Policy

* **Criteria and conditions apply