

Job Description: HBO Volunteer



Post objectives: The post holder will be required to operate the chamber in accordance with rules and regulations set out in the manual as part of a two person team.

Hours: To be agreed - HBO operates 9.30am - 4.30pm (Monday to Wednesday and Friday) and 11am - 7.30pm on a Thursday

Reports to: Senior HBO Operator and Finance & Facilities Manager

Description of key duties

- ① To undertake training to enable the safe operation of the HBO Chamber and to ensure the safety of those who are in the vessel
- ① To be competent in the purpose and operation of all aspects of the HBO Chamber operation to ensure the safety of the users
- ① To recognise, comprehend and perceive the rules for safe chamber operation and the comfort and security of the users
- ① To be punctual when attending your scheduled time slot and notify the Senior HBO Operator or the Finance & Facilities Manager
- ① When the chamber is in use one operator is to be within reach of the control panel and the other to be within earshot.
- ① To complete the record sheets and cards for each pressurisation of the chamber. These will include the names of the chamber occupants, the start time, pressure, any problems encountered and the depressurisation time.
- ① To assist clients with entering and leaving the chamber and make sure they are able to work their masks and have access to a drink of water if required.
- ① To watch the clients while the chamber is pressurised and depressurised for any signs of pain or distress and continued to monitor them over the time they are in the chamber
- ① To remove for washing all used masks at the end of the session for cleaning and check for any problems with the equipment.
- ① To maintain the area around and in the chamber clean and uncluttered
- ① To be aware of the possibility of the spread infection and not to attend when unwell and to notify the Senior HBO Operator or the Finance & Facilities Manager
- ① To attend further training courses as appropriate.
- ① To be part of a team whose aim is to promote the general wellbeing of service users
- ① To carry out any other reasonable duties within the overall function of the job.

Duties and Responsibilities - General

1. To adhere to existing working practices, methods, procedures, undertake relevant training and development activities.
2. It will be necessary to work with information technology and associated systems in accordance the policies of Revive MS Support.
3. To co-operate with the council in complying with relevant health and safety legislation, policies and procedures in the performance of the duties of the post.
4. To carry out the duties and responsibilities of the post in compliance with Glasgow City Council's equal opportunities policies.
5. To maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

Person Specification

	Essential	Desirable
Organisational Skills:		
Able to work as part of a team	✓	
Creative and enthusiastic	✓	
Excellent time management	✓	
Communication Skills:		
Articulate	✓	
Ability to communicate well with a wide range of people.	✓	
Good written communication skills	✓	
People Skills:		
Listening skills	✓	
Diplomacy and discretion	✓	
Qualifications:		
Willingness to undertake further training if required	✓	