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| **Job Details**  Job Title: Complementary Therapy Service Lead.  Reports to: Clinical Director – Hospice Services. |

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| **Job Purpose**  To coordinate and participate in the provision of a high-quality complementary therapy service for inpatients, day-care patients, outpatients, and staff at East Cheshire Hospice. |

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| **Duties**  Main Duties and key responsibilities include:   * To assess patients and carers for complementary therapy and offer treatments. * To record and maintain accurate patient records in compliance with current hospice documentation. * To take responsibility for the maintenance of a safe environment for patients, visitors and staff. * To work as part of a multi-disciplinary team within the hospice to ensure the best possible care for patients and carers. * To raise awareness of the complementary therapy service amongst hospice staff and offer general well-being advice and complementary therapies as appropriate.   Management responsibilities:   * To maintain an overview of the service by managing the distribution of referrals to appropriate therapists and discharge patients as required. * To be responsible for ordering and maintaining stocks of products and equipment and ensure the correct storage of essential oils. * To manage and update the electronic monthly rota utilising bespoke software. * To encourage, support and guide both permanent and volunteer complementary therapists on a regular basis. * To ensure that volunteer therapists are suitably qualified and well-trained to work in a palliative care setting and to offer advice and guidance as necessary.   Education Delivery, Training and Development:   * To deliver education sessions on the benefits of complementary therapy to patients, carers, volunteers and staff. * To lead peer support sessions for volunteer therapists, focusing on best practice and the development of relevant skills within a palliative care setting. * To attend relevant courses for professional development and consider the implications for delivery of care at East Cheshire Hospice. * To continue to develop and move the complementary therapy service forward by keeping up to date with current initiatives. * To maintain established links with other local hospices and continue to share ideas for best practice. |

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| **Person Specification** | Essential | Desirable |
|  | Qualified to Vocational Training and Charitable Trust (VTCT) Level 3 or equivalent in two or more therapies.  Member of a relevant professional body e.g. Federation of Holistic Therapists (FHT) or Complementary and Natural Healthcare Council (CNHC).  IT literate (minimum of word processing and e mail).  Ability to work effectively as part of a multi-disciplinary team.  High standard of oral and written communication skills.  Excellent organisational skills.  Ability to work flexibly and adapt to a constantly-changing working environment. | Experience of managing both paid and voluntary members of staff.  Experience of using EMIS Web.  Experience of using PowerPoint.  Experience of delivering education sessions.  Experience of working in a palliative care setting. |

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| **Diversity Statement**  At East Cheshire Hospice we are committed to having a culture that values diversity and is fair for not only our patients but our staff too. We recognise that we are not all the same and that is our greatest strength. By welcoming staff from diverse backgrounds, appreciating our differences and range of experiences, we can create a team that will grow and learn better together, providing the highest quality care and support to the communities we serve and enabling us to meet our CARE values and principles. |