



**Bicton Heath, Shrewsbury, SY3 8HS**

**Re : Bank Creative Therapist**

Please find attached the following documents:-

- 1. Job Description**
- 2. Person Specification**
- 3. Information to Candidates**
- 4. Equal Opportunities Monitoring Form**

As you will be aware, this post will be offered subject to an Enhanced Disclosure provided by the Disclosure Barring Service.

Thank you for the interest you have shown in this post.

Yours sincerely

**Gaynor Lewis**  
**HR Advisor**

## Severn Hospice – Bank Creative Therapist

### INFORMATION TO CANDIDATES - SUMMARY OF MAIN TERMS AND CONDITIONS OF EMPLOYMENT

The following information is intended as a useful guide to applicants considering joining the Hospice. Full details are supplied with an offer of appointment.

- **MEDICAL**

As part of the Hospice's selection procedure for employment, we ask all prospective employees to complete a pre-employment medical questionnaire. The purpose is to fulfil our responsibilities under the Health and Safety at Work Act 1974 and to ensure that the proposed employment does not present any particular risks from a medical point of view.

No formal offer of appointment will be made until the Hospice, through its Occupational Health Service Provider, is satisfied about your medical fitness to undertake the job. Further details about this will be sent to any prospective employee following interview.

- **REFERENCES**

No formal offer of employment will be made until we have received satisfactory references.

- **DISCLOSURE**

Please note that, because of the sensitive nature of the duties the postholder will be expected to undertake, you are required to disclose details of any criminal record, and any offer of employment will be subject to a Disclosure provided by the Disclosure Barring Service (DBS)

- **SALARY**

The **hourly rate** for this post is £9.83.

Salaries are paid monthly by credit transfer to a bank or building society account.

- **MUTUALITY OF OBLIGATION**

You must understand that although appropriate work may be offered to you if available, the Hospice is under no obligation to do so, and similarly you are under no obligation to accept any offer of work from us.

- **HOLIDAY**

Not applicable. your hourly rate includes an amount per hour in respect of holiday entitlement as required under the Working Time Regulations 1998 (as amended).

**Severn Hospice**  
**Equality and Diversity Statement**

**Severn Hospice (the Hospice) is committed to the equal treatment of all employees and job applicants and requires all staff, whatever their grade or authority, to abide by this general principle. The Hospice is committed to all employees being able to achieve their full potential in an environment characterised by dignity and mutual respect.**

No individual shall be treated less favourably than another on grounds of gender, age, religion or belief, marital status, race, nationality, ethnic or national origin, sexual orientation, disability, social background, trade union membership, criminal record, carer responsibilities or employment status. The policy of equality of opportunity extends to all services we provide.

Severn Hospice aims to promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a diverse range of candidates including those with criminal records. We comply fully with the DBS Code of Practice and undertake to treat all applicants fairly. We undertake not to discriminate unfairly against any subject of a DBS Check on the basis of a conviction or other information revealed. Candidates are selected for interview based on their skills, qualifications and experience.

A DBS Check is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a DBS Check is required, all application packs will contain a statement that a Check will be requested in the event of the individual being offered the post.

Details of criminal records must be sent under separate, confidential cover with your application form. We guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

All those involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. At interview, an open and measured discussion will take place on the subject of any offences or other matter that might be relevant to the position.

Criminal records will be taken into account for recruitment purposes only when the conviction is relevant. Having an “unspent” conviction will not necessarily bar you from employment. This will depend on the nature of the position and the circumstances and background of your offences. However, any “unspent” convictions, which are not declared and subsequently revealed, may result in dismissal.

Under the Rehabilitation of Offenders Act 1974, a conviction will become “spent” (i.e. treated as if it had not occurred) where the individual has not, after a specified period of time, committed another serious offence.

Rehabilitation periods vary depending on the type and length of conviction originally incurred.

Severn Hospice has a legal obligation to protect vulnerable client groups from people who have committed serious offences, and as such meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment in a post that falls into this category will be subject to a Disclosure Barring Service Check, before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions, including “spent” convictions and where the post is subject to an Enhanced Check, other relevant non-conviction information, such as police enquiries and pending prosecutions will be included.

Severn Hospice is committed to compliance with the Disclosure Barring Service’s Code of Practice for Registered Persons and other recipients of DBS information.

*A copy of the Hospice’s Equality and Diversity policy is available upon request.*

## EQUALITY AND DIVERSITY MONITORING FORM

Severn Hospice wants to meet the aims and commitments set out in its Equality and Diversity Policy. To assist the Hospice in meeting this aim, we need to monitor the equality and diversity profile of the workforce. We also need to ensure that we fully comply with the Equality Act 2010. The Act sets out 9 'protected characteristics' – age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

This form is voluntary and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you. The information collected is only used for monitoring purposes in an anonymised format to assist the organisation in analysing the profile and make up of individuals who apply, are shortlisted and appointed to each vacancy. Should you not wish to complete this form your application will not be prejudiced in any way.

**Please can you complete the form and mark the box with an 'x', where applicable.**

<b>First Name:</b>		<b>Surname:</b>	
<b>Date of Birth:</b>		<b>Position applied for:</b>	

**Are you married or in a civil partnership?**

<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
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### ETHNICITY

<b>White</b>	<b>British</b>	
	<b>Irish</b>	
	<b>Gypsy or Irish Traveller</b>	
	<b>Any other White background (please specify)</b>	
<b>Mixed/ Multiple Ethnic Groups</b>	<b>White and Black Caribbean</b>	
	<b>White and Black African</b>	
	<b>White and Asian</b>	
	<b>Any other Mixed/multiple ethnic background (please specify)</b>	
<b>Asian or Asian British</b>	<b>Indian</b>	
	<b>Pakistani</b>	
	<b>Bangladeshi</b>	
	<b>Chinese</b>	
	<b>Any other Asian background (please specify)</b>	
<b>Black/African/Caribbean/Black British</b>	<b>African</b>	
	<b>Caribbean</b>	
	<b>Any other Black background (please specify)</b>	
<b>Other Ethnic Groups</b>	<b>Arab</b>	
	<b>Japanese</b>	
	<b>Any other ethnic group (please specify)</b>	
<b>Prefer not to say</b>		

**AGE**

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<b>Under 16</b>		<b>35-39</b>		<b>55-59</b>	
<b>16-24</b>		<b>40-44</b>		<b>60-64</b>	
<b>25-29</b>		<b>45-49</b>		<b>65+</b>	
<b>30-34</b>		<b>50-54</b>		<b>Prefer not to say</b>	

**RELIGION AND BELIEF**

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<b>Buddhist</b>		<b>Jewish</b>	
<b>Christian</b>		<b>Sikh</b>	
<b>Hindu</b>		<b>No religion or belief</b>	
<b>Muslim</b>		<b>Prefer not to say</b>	

**GENDER**

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<b>Male</b>		<b>Female</b>		<b>Transgender</b>	
				<b>Prefer not to say</b>	

**SEXUAL ORIENTATION**

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<b>Heterosexual</b>		<b>Lesbian</b>		<b>Gay</b>		<b>Bisexual</b>	
<b>Prefer not to say</b>							

**DISABILITY**

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A disabled person is defined in the Equality Act 2010 as someone with a physical or mental impairment that has a substantial and long-term impact on their ability to carry out day to day activities. Examples are: mobility, manual dexterity, speech, hearing, seeing and memory.

The definition also covers HIV, Multiple Sclerosis and Cancer from the time of diagnosis, and progressive conditions from the point at which they have an impact on day to day activities.

The Hospice will consider making such adjustments as are reasonable in compliance with the Equality Act 2010.

Having read this do you consider yourself to be covered by the definition?

<b>Physical Impairment</b>	<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	
<b>Mental Impairment</b>	<b>Yes</b>		<b>No</b>		<b>Prefer not to say</b>	

**DECLARATION**

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The information you provide on this form will be used in anonymised form for the Hospice to internally record and monitor its progress against a number of indicators of workforce equality.

I agree to the use of my personal information as explained above

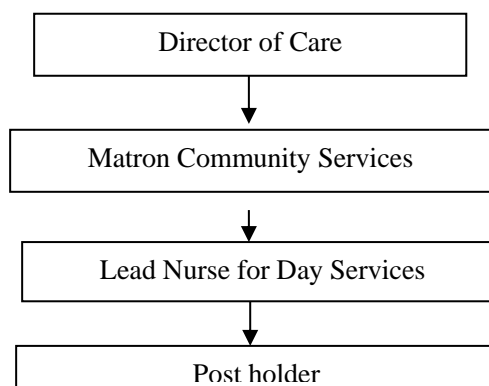
Signature:	Date:
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### Creative Therapist Job Description

<b>Post Title:</b>	Creative Therapist
<b>Band :</b>	3
<b>Reports to:</b>	Lead Nurse for Day Services
<b>Purpose of the post:</b>	<p>To provide an atmosphere where patients are encouraged and stimulated to join various activities, either as an individual or in a group, which are within their capabilities.</p> <p>To provide creative therapy activities to patients either in a group or one-to-one environment finding a range of activities that are suitable for settings as well as individual tastes and abilities.</p> <p>To enhance confidence, promote opportunities and give a sense of achievement.</p> <p>To liaise with the nursing staff regarding any difficulties the patient may have.</p> <p>In general, activities will be arranged according to patients' wishes/needs wherever possible.</p> <p>To find appropriate activities that appeal to the different individuals / groups.</p> <p>To be willing to learn new crafts and skills that will be beneficial to the creative therapy service</p>

#### Organisation Position



## **General Duties**

- To work as a member of the multi-disciplinary team
- To create, implement and evaluate effective programmes of therapeutic actions and activities on an individual basis in accordance with the patient's core care plan and own choices
- Liaise with patients, their families, staff, volunteers and carers as appropriate in the provision of designed activity programmes for patients
- To support patients, their families and carers regarding suggestions for the creative therapeutic care of individuals as necessary
- To maintain clear and concise records
- To discuss any requirements for activity equipment with the Day Services / Ward Sister
- To maintain resources keeping within the specified budget.
- To demonstrate excellent people skills when liaising with patients, their families, staff and volunteers.
- To supervise staff allocated to them
- **To report any changes in the condition of the patient to the nursing staff.**

## **POLICY ORGANISATION**

- To complete relevant mandatory training (both training sessions and online).
- To be familiar with the Hospice's emergency fire procedure.
- Adhere to the Hospice's policies especially confidentiality and information governance.
- To be aware of the implications of the Health and Safety regulations and assist in its implementation regarding staff, patients, volunteers and visitors to the Hospice
- Responsibilities and duties may include other tasks as determined by Matron Community Services

This job description is intended as a guide to the range of duties covered and should not be regarded as inflexible. There is a mutual obligation to modify the description when changes in the work situation occur

## **Supplementary Information and Requirements**

A DBS Disclosure will be requested in the event of an individual being offered the post.

### ***Health and Safety***

In accordance with the Hospice's Health & Safety Policy all employed persons while at work are required by Section 7 of the Health & Safety at Work Act to take reasonable care of their own health and safety and that of others who may be affected by their acts or omissions.

*Last updated April 2019 (KC)*



**Person Specification : Creative Therapist**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Qualifications / Training</b></p> <p>Level of education necessary</p> <p>Professional and post basic qualifications</p> <p>Specialised training required for post</p>	<p>Good general education</p> <p>Experience in crafts</p>	<p>Evidence of higher education</p> <p>Education in art, design or similar</p> <p>Other health related qualifications</p>
<p><b>Experience</b></p> <p>Length, type and level of post related work experience required (additional or alternative to qualifications above)</p>	<p>Practical experience in creative working</p> <p>Experience in art, design or similar</p>	<p>Experience in health related organisation / palliative care</p>
<p><b>Skills &amp; Knowledge</b></p> <p>Range and level of skills</p> <p>Depth and extent of knowledge required</p>	<p>Knowledge of variety of crafts skills</p> <p>Awareness of safety aspects</p> <p>Good communication skills</p>	
<p><b>Aptitudes &amp; Attributes Required</b></p>	<p>Verbally articulate</p> <p>Ability to respond to people in distress</p> <p>Able to work as a member of a team</p> <p>Approachable</p> <p>Sense of humour</p> <p>Able to work with outside agencies</p>	<p>Ability to work with groups or individuals</p> <p>Ability to work with volunteers</p>
<p><b>Other Requirements</b></p>	<p>Enhanced DBS disclosure</p> <p>Occupational health clearance</p>	

