

Wig Service and Sewing Team

Role description

Wig Service and Sewing Team

The Wig Service provides a sensitive and caring service to patients undergoing serious treatment where temporary loss of hair is experienced. The Sewing Team produces turbans, scarves and knitted caps.

Duties

- Provide one on one customer services to patients using the Wig Service
- Advise patients of options to either purchase or loan
- Provide patient with care instructions for their wig
- Maintain stock levels and appearance of Wig Service room
- Ensure all wigs that are returned are appropriately washed prior to loaning them to another patient
- Creating and sewing turbans, scarves, knitted hats for patients

Hours of Service

Shift times: 9.00am to 2.30pm
Days: Monday to Friday (excluding public holidays)
Location of shift: Volunteer Services Unit – Level 3

Special Requirements

- Have the physical ability to undertaken the duties in a safe manner
- Complete a clear National Police Clearance certificate and renewal every 3 years
- Comply with Work Health & Safety and Infection Control requirements
- Complete all annual mandatory training requirement

Person specifications

Volunteers in this role will have the following personal skills, experiences and attributes:

- Excellent customer service skills
- Ability to relate and engage with people from a diverse range of backgrounds
- Effective listening and communications skills
- Ability to be compassionate and empathic
- Ability to undertake duties with minimal supervision
- Reliable and punctual



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Supervisor

Team Leader or Coordinator Volunteer Services Unit

I have read and understand the duties and requirements associated with this volunteering role.

Name

Signature

Date

