



supporting people
with cystic fibrosis
in scotland

2011

Dear applicant

Thank you for your interest in becoming a volunteer with The Butterfly Trust.

Our Support Workers provide face to face support for people with Cystic Fibrosis and their families. This includes practical assistance to negotiate official systems and help to complete sometimes complex forms covering a variety of areas. The most frequent are disability related benefits and housing, which enable people to access the help they need. Training is provided.

Befrienders provide one to one support for one young person who they meet with weekly. The relationship they build is aimed at helping in a number of ways, which includes developing social skills, building confidence and providing a confidential resource for the young person to discuss topics of concern to them.

The Massage Therapy service is offered to young people and adults who have Cystic Fibrosis. This service offers suitably qualified Massage Therapists an opportunity to experience delivering massage in a hospital environment. The therapist will be part of a team that provides a rota system to ensure we can respond to all requests. Therefore any length of time commitment offered, however limited, is welcome.

Our Drivers provide transport to young people with Cystic Fibrosis and their carers to take them to hospital appointments and some other important meetings. This service enables these people to attend their essential appointments without having to rely on public transport, which poses increased risk of infection for them and waiting for transport outside in all weather conditions.

Please consider the role description for the role you are interested in, the Cystic Fibrosis overview and the information on the website that gives a flavour of the ways in which we offer support to people affected by the condition. Then complete and return the application form and we will contact you to arrange an informal interview. This will be arranged at a time and place convenient to you. If after interview we both agree to proceed we will arrange for you to join an induction programme to introduce you to The Butterfly Trust.

Please return the Equal Opportunities Monitoring Form and the Self Disclosure Form with your application and place the Self Disclosure Form in a sealed envelope marked confidential. The information given on the Equal Opportunities Monitoring Form will be used for statistical purposes only. The Self Disclosure form will remain confidential prior to interview and in the event of the interview not taking place, will be shredded unopened.

If you have any questions or would like to discuss any aspect of this prior to completing the application form, please do not hesitate to contact us.

We look forward to hearing from you.

Yours sincerely

Helen Macfarlane
Director

The Butterfly Trust

Cystic Fibrosis

The Butterfly Trust offers support in the community to people with Cystic Fibrosis (CF) and their families, and to people with other similar conditions. This support is delivered by trained volunteer support workers who provide face to face outreach services throughout Scotland. The aim of The Butterfly Trust is to improve the quality of peoples' lives by reducing stress, alleviating financial hardship, increasing confidence, giving vulnerable people a voice and enabling their efforts to reach their full potential and achieve what they aspire to.

Cystic Fibrosis (CF) is a life limiting condition that currently affects around 850 people in Scotland. The condition is caused by a faulty gene and has its effects in the lungs and digestive system, causing malnutrition and chest infections that result in irreversible tissue damage in their lungs. Cystic Fibrosis is a complex, progressive condition with many debilitating secondary symptoms. There is no cure for Cystic Fibrosis and the current average life expectancy of someone who has the condition is around 30 to 35 years, with many people dying in their late teens and early twenties.

One in 25 people carry the defective gene that causes Cystic Fibrosis, which is a largely hidden disease until more advanced stages. This means that, while people with Cystic Fibrosis do not want to be seen as different, they may feel frustrated that they do not receive recognition of the demands and pressures on them.

People with Cystic Fibrosis require an intensive and intrusive daily treatment regime that is designed to slow the inevitable progression of chronic lung disease. The regime includes physiotherapy, antibiotics, bronchodilators, steroids, pancreatic enzymes, vitamin supplements, medication for polyps, asthma, diabetes, liver disease, pain control, osteoporosis and overnight tube feeding. Medication is delivered orally, by nebuliser and intravenously. The treatment is carried out at home by family carers who are trained to administer it.

Cystic Fibrosis affects people from all walks of life and has far reaching implications for families. Most people are unaware of their carrier status and learning of the diagnosis is emotionally traumatic. Many have to make significant life changes due to the care needs of the child. This can mean losing an income required to meet the family budget or even the sole income of the family. The effects of this are exacerbated by the increased cost of dietary and heating requirements and travel costs for regular hospital appointments.

Many families become stressed due to the burden of providing care and the awareness of an uncertain future. Many other issues can emerge that increase stress and can have a direct impact on the health of the person with Cystic Fibrosis. For example poor housing conditions can cause a serious decline in the wellbeing of the person with the condition and may even accelerate the progression of the disease. Children with Cystic Fibrosis become aware that they are different and very knowledgeable about their condition and its long-term implications from an early age.

In teenage years people with Cystic Fibrosis can be small and thin compared to their peers and puberty usually comes late. This has a real psychological impact on both sexes, as body image becomes more important. The characteristic cough, which sometimes produces blood, causes anxiety and embarrassment when youngsters want to blend with their peers.

At a time of life when their peers are looking to the future and relishing their independence young adults with Cystic Fibrosis are coming to terms with declining health and increased dependency. Due to the risk of cross infection of potentially life threatening bacteria they are unable to meet and support each other. Friendships with healthy young people are hampered because of their limited energy levels and the atmosphere in popular meeting places that they cannot tolerate. Consequently adults with Cystic Fibrosis often find themselves isolated and lonely. Stress, anxiety and depression are common in this population.

The Butterfly Trust

Support Service

The Butterfly Trust aspires to improving the quality of life for people affected by Cystic Fibrosis in the following ways:

Reduce stress and increase confidence by ensuring people get the support they need.

Give vulnerable people a voice and encourage them to participate in society.

Pursue equality of opportunity and choice by advocating on their behalf.

Promote people's rights by raising awareness of the condition and its impact.

Ensure that they can live in housing conditions suitable for their needs.

Support their efforts to live independently by negotiating with housing authorities and associations, Department of Work and Pensions & other agencies on their behalf.

Alleviating financial hardship by enabling access to disability related benefits and additional financial help when needed.

Ensuring people have optimum level of home care by enabling them to access what they need in order to provide it.

We provide support that empowers people to deal with issues that adversely affect their lives.

Our outreach services include:

Information and Advice on services, benefits and other resources and guidance on how to acquire them.

Practical Help that includes assistance with official forms, support in official meetings and helping clients to negotiate their way through a complex process.

Advocacy & Representation in relation to housing, education, employment and at Disability Appeals Tribunals.

Financial Assistance for essential items e.g. computers, specialist medical items not covered by NHS or respite breaks.

Transport to hospital appointments.

Befriending and mentoring for children and young people with Cystic Fibrosis.

Massage Therapy for young adults with Cystic Fibrosis while in hospital.

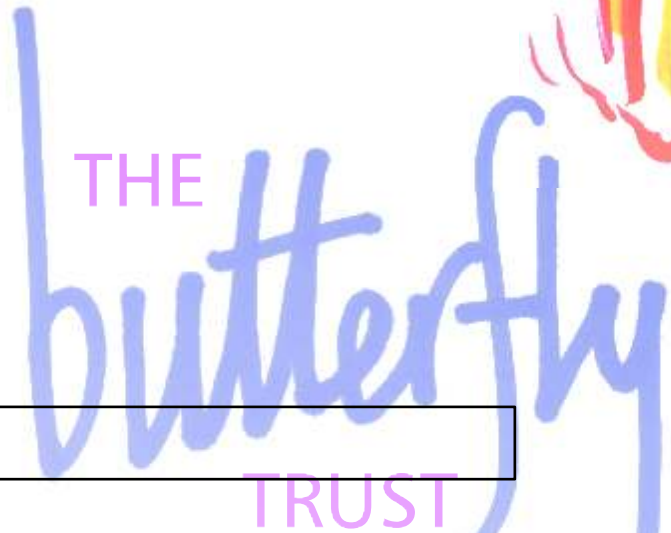
The Butterfly Trust provides effective, non conditional, confidential services.

We are the only organisation providing this support.

Our volunteers are among our most valuable resources.

Volunteering with The Butterfly Trust provides opportunity for personal growth and professional development while making a positive difference in the life of someone for whom our expertise is an invaluable resource when time is of the essence.

Volunteer Application Form



Volunteer role applied for

Forename(s)

Surname

Address

Tel No

Mobile No

E-mail

Post Code

Are you over 18? YES/NO

Do you have access to a car? YES/NO

Do you drive? YES/NO

Are you available during the day? YES/NO

Health

In order to ensure your general health and safety is considered please describe any health problems or disability you wish us to know about.

Please make your answers as full as you can but do not feel obliged to fill the space available.

Why would you like to volunteer with The Butterfly Trust?

Do you have any personal knowledge of Cystic Fibrosis?

YES/NO

What do you think might be the support needs of a person with a chronic condition like Cystic Fibrosis or of their family?

What training, experience or skills do you have that you think will be of value in the role you are applying for?

If you have some experience of providing support similar to that required by the role you are applying for, to someone in comparable circumstances, please give a brief description of this experience.

Do you hold a full clean driving licence?

YES/NO

References

Please give us the names and contact details of two people who have known you for sometime and whom we can approach for a reference. At least one should be from an employer or volunteer supervisor and neither should be from a friend or relative.

Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Tel No	<input type="text"/>

Name	<input type="text"/>
Address	<input type="text"/>
Post Code	<input type="text"/>
Tel No	<input type="text"/>

By signing and returning this application form you consent to The Butterfly Trust keeping this information provided by you and the information provided by referees relating to your application or future role with the Trust.

Name	<input type="text"/>
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Signed	<input type="text"/>
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Date	<input type="text"/>
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Volunteer Support Worker

Role Description

It is anticipated that Support Workers will make a contribution for at least a year after induction. The Support Worker will report to and be supported by the Support Service Manager.

Main Tasks

Provide face to face support for carers and individuals who have Cystic Fibrosis.

Provide information about the support available from the Trust and other agencies.

Provide practical help and advocacy to negotiate official systems and enable people to access the help they need

Offer advice about relevant services and benefits and, when necessary, support people to access what they require.

Consult with the Support Service Manager on more complex cases.

Keep suitable client contact records.

Complete monthly recording forms and send to the Support Service Manager for monitoring purposes.

Attend team meetings, training sessions and conferences organised by the Trust.

Maintain regular telephone contact with the Support Service Manager to discuss the local service.

Observe The Butterfly Trust policy on confidentiality at all times.

Volunteer Befriender

Role Description

It is anticipated that Befrienders will make a contribution for at least a year after induction.

The Befriender will report to and be supported by the Support Service Manager.

Main Tasks

Befriend and introduce appropriate social activities for young people with Cystic Fibrosis.

Introduce The Butterfly Trust and clarify the nature of the support offered.

Develop a supportive one to one relationship with the young person.

Facilitate discussion of difficulties or concerns being experienced by the young person.

Offer information about the support available from the Trust and other agencies.

Maintain regular telephone contact and discuss issues of concern with the Support Service Manager.

Keep a suitable record of activities undertaken and send monthly recording forms to the Support Service Manager.

Attend team meetings, training sessions and conferences organised by the Trust.

Observe The Butterfly Trust policy on confidentiality at all times.

Volunteer Massage Therapist Role Description

It is anticipated that Massage Therapists will make a contribution for at least a year after induction.

The Massage Therapists will report to and be supported by the Support Service Manager

Main Tasks

Provide upper body and foot massage to young people (16+ years) with Cystic Fibrosis within a hospital.

Keep a suitable record of visits, time spent and expenses and send monthly recording forms to the Support Service Manager.

Refer general support enquires to the Support Service Manager.

Maintain regular contact and discuss issues of concern with the Support Service Manager.

Attend team meetings and conferences organised by the Trust.

Observe The Butterfly Trust policy on confidentiality at all times.

Volunteer Driver

Role Description

It is anticipated that Volunteer Drivers will make a contribution for at least a year.

The Volunteer Driver will report to and be supported by the Support Service Manager.

Main Tasks

Provide transport for people affected by Cystic Fibrosis door to door, from home to hospital for medical appointments and hospital admissions.

Provide transport for carers and people with Cystic Fibrosis on other essential journeys.

Provide private transport as public transport poses a risk, in terms of cross infection, to people with already compromised lungs.

Keep a record of journeys made and send monthly recording forms to the Support Service Manager.

Attend relevant training sessions and conferences organised by the Trust.

Observe the Butterfly Trust Policy on confidentiality at all times.

Self Disclosure Form

Work with children or protected adults

The Protection of Vulnerable Groups (Scotland) Act 2007 (PVG Act)

The role for which you have applied may involve contact with children and other vulnerable people. You are therefore required to disclose all convictions (spent and unspent), cautions and any relevant non conviction information. Any information you provide will be treated in the strictest confidence and disclosures of offences not relevant to your voluntary role will not adversely affect your application.

Please delete the statement that does not apply to you.

I have never been convicted of a criminal offence

I have been convicted of a criminal offence and the details are as follows

I wish to give the following non conviction relevant information

I agree to inform the Director if I am convicted of a criminal offence, including minor offences, while volunteering with The Butterfly Trust.

Print Name

Sign

Date

Should you be appointed to the role you have applied for you will also be asked to access a PVG scheme record disclosure, which we will arrange after interview.

Equal Opportunities Monitoring Form

We strive to be an equal opportunities employer and in line with our Equal Opportunities Policy select staff and volunteers solely on merit, irrespective of race, status, gender, disability, sexual orientation, religion or age.

The information requested below is for monitoring purposes only, to assist the Trust in the implementation of its Equal Opportunities Policy. The information you provide will be kept in strict confidence and will not play a part in the selection process.

Position applied for

I would describe my ethnic origin as

Bangladeshi	<input type="checkbox"/>	Black African	<input type="checkbox"/>	White	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Black Caribbean	<input type="checkbox"/>	Other	<input type="checkbox"/>
Indian	<input type="checkbox"/>	Black Other	<input type="checkbox"/>	<input type="text" value="please specify"/>	
Pakistani	<input type="checkbox"/>	<input type="text" value="please specify"/>			

My sex is Male Female

My personal status is

Single	<input type="checkbox"/>	Married	<input type="checkbox"/>	Widowed	<input type="checkbox"/>
Divorced	<input type="checkbox"/>	Partner	<input type="checkbox"/>		

I have a disability YES/NO

If yes, please specify

There is someone who relies on me for day to day care YES/NO

If you have answered yes, please indicate which category they fall into

Children	<input type="checkbox"/>	Other	<input type="checkbox"/>
<input type="text" value="please specify"/>			