

慈怀护理成立于1989年，是一个受注册的慈善组织。其宗旨是为末期病患者提供支援。

我们理解病患、看护者与家属在医疗上及心理上的需要，并旨在为他们提供专门的护理服务及支援。通过减轻病患的痛苦及控制病征，病患可在无痛苦的情况下，安心地走完人生道路的最后一旅程。

慈怀护理每年为超过3200名病患提供免费的居家护理服务。我们的日间关怀中心每年也为超过700名病患服务。



### 为什么您应该成为我们的义工?

您能改善病患的生活。身为义工，你能在他们的日常生活中伸出援手，为他们的身心健康献出一份力。

### 改善病患的生活

我们为义工提供基本培训与支援，一名协调员也会从中引导。这样一来，无论对您，对病患和对家属来说，从事义务工作都将深具意义与价值。您在参与下列任何活动的同时，我们也将顾及您的时间与喜好：

- 家访  
义工以两人一组的形式，每周探访病患一次。义工可帮助病患做家务，陪伴他们到医院复诊以及协助病患购买日用品或药物。
- 日间护理中心  
义工将与病患成为朋友，为他们准备午餐/茶点，陪同病患出外郊游，安排娱乐节目和推广不同活动，如手工制作、皮拉蒂斯等。慈怀护理的日间护理中心的开放时间是：每星期一至周五，上午十点到下午四点。

- 策划活动  
策划者将负责策划与安排一系列的活动，如儿童派对、追悼会和公众讲座。
- 推广学生和青年教育课程  
宣传与推广慈怀护理为学生和青少年拟定的课程。课程通过录像和作业来鼓励学生与青少年进行讨论，从中学习如何面对年老、疾病和死亡等课题。
- 行政工作  
义工也可以协助我们的职员处理一些普通的行政工作，如存档、档案输入等。我们也需要翻译员、广告撰稿员、网站负责人和摄影师。
- 特别技能  
若您拥有任何特别技能或兴趣，并愿意与病患们分享，我们也欢迎您成为我们的义工。您可以拨电62512561与我们的义工协调员联络。

### 身为义工，我将有什么样的体验？

- 您将经过面试，以协助我们为您安排最适当的工作。
- 您将参加迎新活动，以熟悉慈怀护理的政策与运作程序。
- 您将接受训练，掌握与病患沟通和相处的技巧。
- 您将因为您的贡献与付出，而获得慈怀护理的肯定。
- 您在接获工作时，将得到充分地指导。慈怀护理也将对您的工作进行评估并提出反馈。身为一名义工，我们欢迎您提出任何意见，以协助慈怀护理的服务与计划能继续满足我们服务对象的需要。

### 我们对您的要求

您必须在不同的环境下，都能善于变通，保持灵活及有责任感。您必须：

- 为人可靠，并能履行对病患和职员所许下的承诺。
- 在不同的状况下，能够灵活变通。
- 富有同情心，能体谅病患的感受和想法。
- 言行谨慎，能遵守慈怀护理有关保密的条例

### 如何申请

如果您有意成为慈怀护理的义工，请通过电话或电邮与我们的义工协调员取得联系：

电话：62512561

电邮：volunteercoordinator@hcahospicecare.org.sg



## Volunteer with Us

## 加入我们的义工团队

**HCA Hospice Care** is a registered charity that provides comfort and support to patients with life-limiting illnesses since it was founded in 1989.

We understand the medical and psychological needs of patients, caregivers and their families. By managing pain and other symptoms with the specialised care and support we provide, patients can spend their last days in comfort with their families.

HCA provides free home care service to more than 3,200 patients annually. Our day care centre serves more than 700 patients every year.



#### Why Volunteer With Us

You can make a difference to the lives of our patients. As a volunteer, you contribute to their well-being by lending a helping hand in their daily lives.

#### Make a Difference

We provide training and support for our volunteers. A coordinator will guide and help make your volunteer experience a rewarding one for you, our patients and their families. We consider your schedule and preferences as you participate in any of these programmes:

- **Home Visits**  
Volunteers working in pairs make weekly visits to a patient's home as befriender. The volunteers assist patients in their household chores; accompany them for hospital appointments or assist in buying medicines/groceries for them.
- **Day Care Centre**  
Volunteers befriend, prepare and serve lunch/ tea, go on outings, entertain and facilitate activities such as arts & crafts, Pilates exercises, pet therapy, etc. HCA's Day Care Centre is open from 10am to 4pm on weekdays.

- **Organise Events**  
Event organisers are needed to plan and organise HCA's events, ranging from children's parties to memorial services and public talks.
- **Facilitate Student & Youth Programme**  
Market and facilitate our student and youth awareness programme on coping with the elderly sick, death and dying, using age specific videos and worksheets to promote discussions.
- **Administrative Volunteers**  
Volunteers are regularly needed to assist our staff with general administrative tasks like filing, data entry, mass mailing etc. We also need translators, copywriters, webmasters and photographers.
- **Special Skills**  
We welcome volunteers who have unique skills or interests and wish to share these with our patients. You may also contact our Volunteer Coordinator at 62512561 for more possibilities.

#### As a volunteer, what can I expect?

- An interview to match you with the best job.
- Orientation to acquaint you with HCA policies and procedures.
- Training to provide you with patient handling and communication skills.
- Recognition as an HCA volunteer for your contribution.
- Evaluation and feedback for your work and guidance on the expectations of the task assigned. As a valued volunteer, you are invited to offer ideas and suggestions that help keep HCA's programmes and services in touch with the needs of the people we serve.

#### What we ask of you

You need to be adaptable, versatile, and responsible under diverse circumstances. You should be:

- Dependable in honouring commitment to patients and staff.
- Flexible in adapting to situations accordingly.
- Sympathetic to patients' feelings and ideas.
- Discreet in respecting HCA's rules of confidentiality.

#### How to Apply

If you would like to become a HCA volunteer, contact the HCA Volunteer Coordinator at tel: 6251 2561 or via email at: [volunteercordinator@hcahospicecare.org.sg](mailto:volunteercordinator@hcahospicecare.org.sg)



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