

JOB DESCRIPTION

JOB TITLE: Driver
RESPONSIBLE TO: Day Centre Manager
ACCOUNTABLE TO: Regional Director

Care UK's Values

- Every one of us makes a difference
- Customers are at the heart of everything we do
- Together we make things better

Job Summary

To undertake duties related to the transportation of and daily personal care of members of the Day Centre.

Key Responsibilities

Driving

- To drive the Day Centre mini bus, to have and maintain a clean driving licence (D1 requirement)
- To check the vehicle when taking it out on the road each morning. To log damages and inform the Manager / Business Manager / Team Leader of any faults or damage. To ensure day centre members and staff are escorted safely at all times.
- To take the bus to or collect from the depot for maintenance and services, if necessary use public transport to get to and from the depot.
- To escort members to and from the Day Centre ensuring to take into account individual mental and physical needs.

Care

- To support each of the members to remain as active and independent as possible within the constraints of their condition.
- Demonstrate skill and imagination in helping members deal with everyday difficulties arising from their memory problems or physical health.
- Encourage and support each member to do as much as possible for themselves in all aspects of daily living, which will include washing, dressing and continence.
- Use initiative and imagination in helping members succeed at familiar tasks.
- Work flexibly, providing help with physical care as and when necessary to maximise opportunities for the members to enjoy previous recreational interests, social and religious preferences.
- Respect the members' rights of choice, privacy, and dignity and be sensitive to each person's needs.
- Work together with the team on goals that are directly relevant to daily life of each member and his or her family members by implementing individualised 'active living' programmes.
- Demonstrate an ability to build and maintain relationships with people whose understanding is impaired and their families through good communication skills.
- Offer many opportunities each day for members to engage in situations with personal meaning, a sense of community, choices and fun.
- Take responsibility by following tailored plans of assistance for mobility, communication, social interaction, nutrition and physical care.

- Encourage members to engage in physical exercises and activities to help increase strength and dexterity.
- Assist members with their mobility having received training in the use appropriate equipment and will be responsible for the safe and proper use of such equipment.
- Work independently and show initiative at maintaining a stimulating and homely environment for each member.
- Complete and maintain necessary daily records painting a full picture of social engagement, activities and physical care.
- Assist with serving meals and drinks and feed members unable to feed themselves.
- Respect rights for privacy and demonstrate high professional standards of propriety in their day-to-day work.
- Understand and maintain confidentiality at all times.
- Liaise with other professionals and relatives to achieve the best outcome for each member.
- Attend training as required to enhance and update their skills and maintain a record of this training.
- Maintain a safe environment for other staff, members and visitors through an awareness of statutory requirements for fire, health and safety and manual handling policies.

This list of duties and responsibilities is by not exhaustive and the post holder may be required to undertake other relevant and appropriate duties as reasonably required.

Safeguarding of Vulnerable Adults / Mental Capacity Act

To complete training on Safeguarding of Vulnerable Adults and the Mental Capacity Act and be able to understand and implement SVA and MHA policies and procedures taking responsibility for reporting any safeguarding concerns to the senior person on duty or on-call RD

Health and Safety

As an employee of Care UK, the post holder has a duty under the Health and Safety at Work Act 1974, to:

- Take reasonable care of the health and safety of themselves and all other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer to ensure compliance with Health and Safety legislation and the Health and Safety policies and procedures of the organisation, not intentionally or recklessly interfere with, or misuse, anything provided in the interests of health, safety, or welfare, in pursuance of any of the relevant statutory provisions.

Data Protection

The post holder must at all times respect the confidentiality of information in line with the requirements of the Data Protection Act and the company's ISO27001 accreditation. This includes, if required to do so, obtain, process and/or use information held on a computer in a fair and lawful way, to hold data only for the specified registered purposes and to use or disclose data only to authorised persons or organisations as instructed.

This job description is subject to regular review and appropriate modification.

I confirm I have read and understand this job description

Name of post holder

Signature

Date

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> NVQ Level 2 in Health & Social Care (or equivalent) Good basic education, including English and Maths 	<ul style="list-style-type: none"> Willing to work towards NVQ Level 3 in Health and Social Care
Experience	<ul style="list-style-type: none"> Experience gained in a healthcare setting Experience of care of the elderly Knowledge of dementia 	<ul style="list-style-type: none"> Experience of independent care sector
Technical Skills	<ul style="list-style-type: none"> Must be able to drive a minibus and have a clean driving licence with a D1 requirement Ability to communicate on the telephone Good interpersonal skills Able to return information and carry out instructions accurately. Able to maintain confidentiality Able to accurately record basic physical observations Able to prioritise workload Excellent verbal and written skills Able to use own initiative 	
Personal Qualities	<ul style="list-style-type: none"> Ability to work in a multi-disciplinary team Adaptable, friendly, polite, courteous and caring Flexible attitude to work Mentally and physically fit to undertake the role 	