

## Job Description

<b>Department:</b>	People and Communities
<b>Division/Section:</b>	Adult Social Care Operations
<b>Job Title:</b>	Driver & Care Assistant - Older People's Day Service
<b>Post No:</b>	009451
<b>Grade:</b>	Grade 6
<b>Reports to:</b>	Older People's Day Service Manager
<b>Organisation Chart:</b> Show immediate manager and any jobs reporting to this post.	<pre> graph TD     Manager[Older Peoples Day Service Manager] --&gt; DSCA[Driver &amp; Senior Care Assistant x 1]     Manager --&gt; SCA[Senior Care Assistant x 1]     DSCA --&gt; DCA[Driver &amp; Care Assistant x 2]     DSCA --&gt; CA[Care Assistant x 9]           </pre>
<b>DBS Check applicable?</b>	• Basic <input type="checkbox"/> Standard <input type="checkbox"/> <b><u>Enhanced X</u></b> None <input type="checkbox"/>
	<b>Is post exempt under the Rehabilitation of Offenders Act 1974 in respect of declaration of spent convictions?</b> No
<b>Line Management responsibility for:</b>	<b>No. of direct reports: 0</b> <b>No. of indirect reports: 0</b>

<b>Size of budget:</b>	None
<b>Job Purpose:</b>	Drive an adapted minibus to safely and reliably transport clients of the Council's older people's day service to and from their homes to the day centre and other venues; providing assistance, supervision and support as necessary. Also to help deliver the older people's day service by providing care and support to clients with a range of complex needs and conditions, including dementia – helping to reduce social isolation, improve and maintain clients' health and wellbeing and their ability to continue living in their own homes and maintaining their independence for as long as is safely possible.

### Main Duties and Responsibilities:

1. Drive an adapted minibus to safely and securely transport clients to and from their homes to the designated older people's day centre and other venues within the area, using the vehicle and its equipment safely, appropriately, and responsibly - providing assistance, supervision and care and support as needed throughout the journey, taking particular care when clients are embarking/alighting from the bus. Notify the day service manager promptly of any issues, incidents or concerns occurring during journeys.
2. Support and train day service staff in procedures involving the minibus, including emergency / breakdown procedures, the safe use of the bus tailgate lift and positioning of wheelchairs and clamps on the bus ensuring that use of the tailgate is restricted only to those trained to use it, and ensuring that client safety is always prioritised. Plan the bus list rota in conjunction with the Manager
3. Take responsibility for the general maintenance, safe operation, and cleaning of the bus, ensuring that regular mechanical and safety checks are undertaken, and that proper and timely records are regularly and consistently made of all relevant vehicle information as required and directed to do (maintenance, servicing, mileage, fuel etc.). Also to ensure that any vehicle defects or faults found are reported promptly and vehicle maintenance is scheduled at appropriate times.
4. Help to deliver the older people's day service by providing care, support and assistance to clients - including personal care and help with refreshments and meals - in a friendly, sensitive, positive, enthusiastic, kind, effective, caring and supportive way which preserves the dignity of clients, treats individuals with respect, offers personalised choice, safeguards privacy, is in accordance with the clients preferred wishes and is provided in least restrictive way possible – taking account of personal preferences, assessed needs and religious, cultural or medical needs. Assist with organising a range of stimulating, personalised and appropriate recreational, therapeutic and social activities for clients, including outings. Respond to emergencies as they arise, involving managers as appropriate.
5. Take joint responsibility with colleagues for the overall appearance, cleanliness, tidiness and security of the day centre – maintaining the highest standards of cleanliness, infection control practices, medication policy, food safety, and moving and handling practices. Deal with challenging behaviour and managing risks associated with dementia (including the risk of clients leaving the premises unescorted) in a professional, sympathetic and effective way.

6. Regularly monitor day service clients' general health and wellbeing, maintaining client and service records as required, and record/report incidents/accidents and contribute to client care reviews & care and support plans as appropriate. Raise safeguarding alerts for clients as necessary, and contribute to safeguarding investigations where applicable.
7. As directed by the Manager, assist with the general administration and running of the day service, including handling petty cash and comfort funds in accordance with the relevant Council policies and procedures. Also comply with all relevant internal policies, procedures, legislative requirements and standards, including health & safety, exercising some discretion in these areas, and attending relevant training as necessary.

<b>Generic Responsibilities:</b>	<p>To carry out all responsibilities with regard to the Council's Equalities Policy and Procedures and Customer Care Policy.</p> <p>To comply with all Health &amp; Safety at work requirements as laid down by the employer.</p> <p>The council is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment.</p>
<b>Flexibility Clause:</b>	Other duties and responsibilities express and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation's other sections or departments.
<b>Variation Clause:</b>	<p>This is a description of the job as it is constituted at the date shown. It is the practice of this Authority to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the postholder.</p> <p>In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible the Head of Service reserves the right to make changes to your job description following consultation.</p>

<b>DATE:</b>	February 2019	<b>COMPLETED BY:</b>	Mark Gedney
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## Person Specification

<b>Job Title:</b>	Driver & Care Assistant – Older People's Day Service	<b>Post number:</b>	00
<b>Grade:</b>	PCC Grade 6	<b>Department:</b>	People & Communities
		<b>Division:</b>	Adult Social Care Operations
<b>Hours:</b>	37	<b>Executive Director:</b>	Wendi Ogle-Welbourn
		<b>Service Director:</b>	Charlotte Black
<b>Date:</b>	February 2019	<b>Completed by:</b>	Mark Gedney

ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Good knowledge of Adult Social Care and safeguarding responsibilities</li> <li>• Understanding of and sympathy with the needs of elderly people with dementia and how to best provide support</li> <li>• Good customer care</li> <li>• Health &amp; Safety basics – including moving and handling, infection control, medicines management</li> <li>• Financial and cash handling procedures</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• PCV driving licence &amp; ability to drive a large vehicle in the Peterborough area</li> <li>• Good communication skills (verbal and written) and be able to engage with people with varying levels of mental capacity and cognition</li> <li>• Positive, competent and approachable working style</li> <li>• Ability to identify and safely manage risks to clients and staff</li> </ul>	<ul style="list-style-type: none"> <li>• Able to access and use the Frameworki case management system</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Extensive experience of working in a care setting with older people (at least 2 years)</li> <li>• Experience of working with older people who have varying levels of cognition in a care environment</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience of safely driving a larger vehicle</li> </ul>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• NVQ Level 2 Care Skills or equivalent</li> <li>• Trained in First Aid in Health &amp; Social Care</li> <li>• Trained in Dementia Care</li> <li>• Trained in Safeguarding Vulnerable Adults</li> </ul>	<ul style="list-style-type: none"> <li>• Infection control qualification</li> <li>• Dementia qualification</li> </ul>
<b>PERSONAL CIRCUMSTANCES</b>	<ul style="list-style-type: none"> <li>• Ability to work flexible hours when required and at any reasonable location as directed</li> </ul>	
<b>EQUALITY</b>	Candidates must demonstrate understanding of, acceptance and commitment to the principles underlying equal opportunities. (A & I)	
<b>CUSTOMER CARE</b>	Knowledge and understanding of effective customer care (A & I)	

*[At the end of each criteria the following codes are used to indicate how the criteria will be assessed: (AI) Application / Interview, (P) Presentation, (W) Written Test.]*