

Job Description – Driver/Care Assistant

Job Title:	Driver/Care Assistant
Responsible to:	Senior Care
Location:	Wheatley Hill Day Centre
Minimum desired Qualifications	NVQ level 2 in Health and Social Care. To work towards NVQ level 3 in Health and Social Care MIDAS - Ability to drive a mini bus

Overview of the Service

Day Centres are provided to people of any age living with dementia and will play a critical part in delivering support to reduce social isolation, improve and maintain their health and wellbeing and empower people to have more independence, autonomy, choice and control in their lives. Day Centre will:

- Provide a network of support for people living with dementia from early onset through to advanced end stage dementia.
- Facilitate meaningful and individualised day opportunities for people living with a dementia.
- Provide support, information and advice about health promotion, prevention of ill health and facilitate activities to promote physical and mental well-being.
- Encourage and promote social inclusion.

Main Tasks:

The Driver/Care Assistant is part of the caring team and as such works with other members of staff to care for the guests in the Day Centre. The work can be physically and mentally demanding and the person appointed to the post will be expected to have an understanding of and sympathy with elderly people with dementia. Care for guests must be provided in a way which preserves dignity, treats individuals with respect, offers choice and safeguards privacy.

The Driver/Care Assistant will support the Wheatley Hill Day centre, depending on the needs of the services, covering driver and care assistant's absence.

Responsibilities:

- Whilst covering the driver responsibilities you will be responsible for transport and safety of guests from home to the day centre and home at the end of each day.
- General maintenance and cleaning of the bus, reporting all faults to the relevant Day Centre Manager.
- To complete daily mileage and service records for the bus, which are to be checked by the relevant Day Centre Manager.
- To organise with the garage to ensure the maintenance of the bus is carried out.
- Plan bus list rota in conjunction with the Manager.
- Support and train care staff, trainees and volunteers in the use of the tailgate lift and positioning of wheelchairs and clamps on the bus.
- Carryout the relevant risk assessment on the use of the tailgate lifts.
- Restrict the use of the tailgate life to anyone who is not trained to use it.
- To work as allocated by the Service Manager to cover all day centres in the absence of staff members.

Care Duties:

- To help the guests to lead as full a life as possible, to organise activities for the guest, e.g. handicrafts, games, reading etc.
- To help with serving of meals and assisting guests where necessary. Helping to clear away dishes after each meal.
- To make drinks or help guests make drinks when required. Clear away and wash up afterwards.
- To assist other members of staff if necessary.
- To report any changes in guests condition to the Senior Care Assistant or Manager.
- To report incidents of guest, staff or visitors to the Senior Care Assistant or Manager who will record it in the accident book.
- To care for equipment and report any defects to the Senior Care Assistant or Manager.
- To help bathe, wash and provide personal care to guests where necessary.
- To help clients with guest toilet requirements.
- To complete daily health records accurately and clearly.
- To be appointed "First Aid Person".

General Duties:

- Responsible for the collection, recording and banking of dinner monies as requested by the relevant Day Centre Manager.
- To ensure all faulty equipment is stored in the appropriate place, reported and recorded.
- To assist and attend training sessions when necessary.
- Responsible for the overall appearance of the day room together with colleagues general tidiness, empty all bins in the centre and close curtains and blinds.
- To assist with the cleaning of the centre at the end of each shift.
- Security check nightly including windows and doors.
- To clean up spillages as they occur and assist other members of staff with day centre cleaning, using appropriate equipment supplied and as specified in the Health and Safety Policy.
- To undertake any duties regarding the establishment as requested by the Day Service Manager.

Support and Review:

To ensure that support plans are kept in accordance with the Data Protection Act 1998.

Organisational Duties:

To ensure all documentation is read, understood and signed.

Observe and report back promptly to manager any changes in the clients and carers circumstances relating to the service provision.

To accept regular supervision from the manager.

Attend monthly staff meetings and other events as requested.

To attend in-house training and mandatory training as requested.

To complete relevant qualifications as requested by the employer.

To promote the Hospital of God as an excellent provider of dementia care services

Other Duties:

The above list of tasks is not exhaustive and the Driver/Care Assistant will, at the request of the employer, undertake any other duties that are commensurate with the level of the post and the skills and abilities of the post holder.

Main Terms and Conditions:

Wage: TBC

Pension: The Hospital of God accords with Auto Enrolment pension requirements.

Normal working hours: 37.5 hours per week.

Annual leave: 5.6 weeks per year, increasing to 6.2 weeks per year after 2 years and 6.6 weeks per year after 5 years. In all cases including statutory holidays.

Duration of post: Permanent.

Probationary period: Three months.