



Job Title: Driver Carer
Reporting to: Day Centre Coordinator
Direct Reports: 0

Job Band: Band 8
Size of Team: 102

To drive St John Ambulance minibuses to provide transportation for service users ensuring their safety and welfare at all times. To assist in the Day Centre with the care of service users; providing and ensuring a safe, happy and stimulating environment for clients in a day care setting. Clients may be elderly, physically disabled, have early dementia and/or be socially disadvantaged.

Key Responsibilities

- To drive St John Ambulance minibuses for the Day Centre
- To ensure clients are collected from and returned to their homes safely and on time.
- Operating the tail lift on the minibus to make sure that all wheelchair users are clamped in to vehicles properly and to help clients on and off vehicles.
- To drive, and care for clients on trips and visits away from the Centre
- To assist in the Day Centre with the care of clients as required, including assisting clients with mobility problems in and out of chairs, to the toilet and occasional bathing of clients.
- Participation in activities with clients e.g. Baking, crafts, quizzes, outside visits, games, etc
- Assisting with the preparation of snacks and refreshments.
- To ensure cleaning of vehicles and required daily vehicle checks are routinely carried out.
- The removal and replacement of seats in and out of vehicles as and when required.
- To assist with occasional basic 'housekeeping duties' and furniture moving (mainly involving tidying of main room and kitchen.
- To perform any other duties commensurate with these responsibilities, the grade of the post and skill and qualifications of the post-holder.

You will

- Be able to work on your own initiative
- Have willingness to learn and adapt new skills
- Need a sense of humour and mature attitude
- Need flexibility of movement (bending, stretching & kneeling)



BE PART OF A LIFE SAVING TEAM



Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
Education and Qualifications		
Educated to GCSE level or equivalent (Grade C) inc Maths & English		✓
NVQ Level 2 in Health & Social Care		✓
Full driving license with category B and D1	✓	
MIDAS driving certificate		✓
Experience		
Experience of work of a similar nature especially elderly people with early dementia and disabilities		✓
Minimum of 3 years full driving license experience	✓	
Skills, knowledge and abilities		
Excellent interpersonal skills with ability to communicate effectively at all levels	✓	
Ability to use Microsoft® applications at intermediate level		✓
Ability to work as part of a team	✓	
Commitment to equality of opportunity, which respects the identity rights and values of each individual	✓	
Knowledge of basic vehicle maintenance		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: HR

Date of preparation: 06/02/2014