

JOB DESCRIPTION

JOB TITLE: Care Assistant/Driver

SUPERVISED BY: Day Care Organiser

ACCOUNTABLE TO: Service Manager

JOB PURPOSE: To transport clients to and from the day care centre and help to provide a fully supportive day care service for older people in accordance with their assessed needs.

Major Duties

1. Deputise in the absence of the Senior Day Centre Staff.
2. Support senior day care staff to provide a day care service for older people that is caring, effective and enabling.
3. Transport clients to and from the day care centre.
4. Assist the Day Care Organiser in recruiting and supporting volunteers.
5. Liaise with staff, carers, relatives and other agencies involved in the care of service users attending the day care.
6. As directed by the line manager, assist with administration of the day care service and handle money as per Age Concern Leicester Shire & Rutland's procedures as required.
7. Undertake training and development initiatives as required.
8. Adhere to Health and Safety policies and procedures.
9. Comply with current working practices.

Tasks

To deputise in the absence of the Senior Day Care Staff

1. To deputise in the absence of the Senior Day Care Staff.

To provide responsive, high quality, sensitive care for older people.

1. Ensure that the service provided to older people meets Age Concern Leicester Shire and Rutland's service principles and standards.

2. Assist with organising a range of stimulating and appropriate activities, which may be recreational, therapeutic or social in nature. Activities should be appropriate to assessed needs as defined in the individual's care plan. Activities should be designed to promote independence, well-being and choice, with particular emphasis upon enabling service users to regain and maintain daily living skills.
3. Work with the Day Care Organiser to seek opportunities for the service to engage with the local community in ways that promote social inclusion.
4. Assist with the collection and serving of nutritionally balanced meals that take account of personal preferences, assessed need and religious, cultural or medical needs.
5. Assist with providing a choice of refreshments, taking account of personal preferences, religious, cultural and medical needs.
6. Provide service users with an appropriate level of support with personal care needs, including personal hygiene and help with eating.

Transport clients to and from the day care centre

1. Transport service users to and from the day centre and on outings in line with the transport policy.
2. Ensure that great care is taken when transporting service users and to notify the day care organiser of any problems incurred on the journey.
3. Be responsible for embarking/alighting of service users.
4. Be responsible for the weekly cleaning of the vehicle both internally and externally.

Assist the Day Care Organiser in recruiting and supporting volunteers

1. Support the Day Care Organiser in recruiting sufficient volunteers according to the needs of the service.
2. Assist the Day Care Organiser in offering support to staff and volunteers and discuss issues and concerns with them.

Liase with staff, carers, relatives and other agencies involved in the care of older people

1. Liase with the Day Care Organiser, the escort, carers and other key people regarding the care and transport of day care service users.
2. Under the direction of the Day Care Organiser, liase with and encourage support from personnel in other health and social care organisations.
3. To assist the Day Care Organiser in promoting the service to the local community.

Administration

1. To assist the Day Care Organiser with the general administration of the day centre.
2. To maintain a weekly log sheet for the Age Concern vehicle regarding details of journeys, mileage out and in and any petrol or oil purchased. Submit completed log sheets to Age Concern Leicester Shire and Rutland's Transport Manager at the end of each month.
3. To complete a Weekly Vehicle Checklist and report any vehicle faults to the Resource Centre Manager and/or the Transport Manager.

Training and Development

1. To discuss with the Day Care Organiser training and development needs and to undergo appropriate training and development as required.
2. To evaluate training undertaken and to integrate it into the work programme.

Health and Safety

1. To become familiar with all policies and their practical implementation with regard to Health and Safety, including manual handling, accident reporting and fire procedures.
2. To undertake essential training in First Aid, Food Hygiene and Manual Handling.
3. Carry out vehicle risk assessments in conjunction with the Transport Manager.
4. Support the Day Care Organiser with carrying out risk assessments.

Working Practices/General

1. To be aware of and implement Age Concern Leicester Shire and Rutland's policies with regard to Health and Safety, Equality and Diversity, Confidentiality, Complaints and Access to Records.
2. This post may be subject to a disclosure application with the Criminal Records Bureau as to the existence and content of any criminal record.
3. Any other duties that may reasonably fall within the purview of the job.

This Job Description sets out the responsibilities of the post at the time it was drawn up. Such responsibilities may vary from time to time without changing the general character of the post or level of responsibility entailed. Variations are a common occurrence and do not of themselves constitute additional responsibilities.