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 | AGE UK ENFIELD JOB DESCRIPTION |
| **Job Title:**  | Minibus Driver (Job Share) Fixed term 9 months |
| Hours:  | 15 hours per week. You will be required to cover the other job share during holidays and sickness absence |
| **Location:**  | The Parker Centre, 6 Houndsfield Road, Edmonton,London N9 7RA |
| **Responsible to:**  | Day Centre Manager |

**Purpose of the post:**

To work as an effective member of the Dementia Care Services Team, driving the minibus to transport clients to and from the Parker Day Centre.

# Responsibilities of the post:

* You will be required to provide transport between the hours of 8am and 11am and or 3pm and 6pm Monday to Friday
* To liaise with Job Share Driver to ensure the routes are covered during any periods of absence.
* Collect Clients from their homes and take to the Day Care Centre and return them home at the end of the day.
* In conjunction with the Manager take overall responsibility for the safe and effective maintenance of the minibus, daily checks, safe driving and compliance with Road Traffic Acts and Local Authority byelaws, emergency procedures, insurance requirements and Health and Safety obligations.
* Plan the route effectively to make best use of time.
* Drive the minibus to and from the Client’s homes, ensuring they are transported in accordance with the schedule, considering any daily changes notified by the Deputy Manager. When requested by the Deputy Manager to drive the minibus on day trips as and when required.
* Working with the escort to ensure Clients are transported in comfort and safety. You will be required to provide physical support to those with mobility impairments (wheelchair users, walking sticks or frames) in a sensitive way respecting the individual’s condition, needs and wishes.
* To assist Clients who are mobility impaired on and off the minibus by accompanying them on the tail-lift and helping them either to transfer to/from seats or manoeuvring wheelchair users to wheelchair restraint position and fixing restraints. To ensure equipment is used in accordance with manufactures’ instructions and Health and Safety is observed.
* Pass onto the Manager or office employees any relevant information regarding Client Health and Safety issues.
* To be responsible for the minibus, maintaining the highest standards of routine maintenance, cleanliness, security, driving etiquette, health and safety and compliance with all aspects of the law.
* To maintain confidentiality at all times in accordance with AUKE’s Confidentiality Policy and the Data Protection Act.
* To ensure that any emergency is dealt with promptly and appropriately, in conjunction with the Manager.
* Be responsible for the security and legitimate use of the petrol card.
* Keep mileage sheet accurately and up to date and submit in accordance with AUKE’s Financial Policies and Procedures.
* To work with the Job Share on a rota basis which may include evenings/weekends when needed.

**General duties**

* To work in accordance with all Age UK Enfield’s policies and procedures.
* To work in accordance with Age UK Enfield’s Equality and Diversity policy ensuring and supporting full implementation of the policy.
* To work in accordance with the Disability Awareness Act as part of the Equalities Act.
* To work towards supporting the organisation in maintaining ISO 9001 and ISO 14001 standards.
* To work positively with all volunteers towards the Investing in Volunteers standards, working within the set policies and procedures for volunteering.
* To attend employee, team and supervision meetings as required.
* To attend organisational events in accordance with Age UK Enfield’s Events policy.
* To undertake any relevant training as may be required.
* To be flexible undertaking any other duties as required by the organisation including assisting during times of severe weather disruption/crisis management where support for other frontline services is needed which may include working at other sites or in the community setting.
* Excellent time keeping, punctuality and reliability always.
* Provide a high level of internal and external customer service at all times.

March 2023

**Person Specification**

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| **1** | **Experience**  |  |
| **1.1** | Experience of communicating with people and in particular having an understanding and empathy towards their needs. | Application form/interview |
| **1.2** | Experience of working individually, using your own initiative and responding respectfully in a practical manner. | Application form/interview |
| **1.3** | Understanding of working with people with Vulnerable Adults | Application form/interview |

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| **2** | **Knowledge**  |  |
| **2.1** | Knowledge and understanding of equality and diversity and its relevance to service delivery. | Application form/interview |
| **2.2** | A clear understanding of the needs of Clients with Dementia, and other possible disabilities including Long Term Health Conditions (LTCs). Commitment to work towards 7&8 | Application form/interview |
| **2.3** | Training appropriate to the role | Certificate |
| **2.4** | Full Clean Driving Licence  | Licence Checks |

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| **3** | **Technical or work-based skills** |  |
| **3.1** | The ability to display a flexible response to an older person’s requests and needs. | Application form/Interview |
| **3.2** | The ability to provide personal support in a sympathetic manner and to encourage and motivate Clients. | Practical observation |
| **3.4** | The ability to work well as part of a team. | Application form/Interview |
| **3.5** | The ability to cope with challenging situations. | Application form/Interview |
| **3.7** | A willingness to accept supervision and on-going training. | Application form/Interview |

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| **4** | **General Attributes**  |  |
| **4.1** | The ability to respect and maintain Client confidentiality in accordance with the Confidentiality Policy. | Application form/interview |
| **4.2** | The ability to keep accurate records  | Application form/Interview |
| **4.3** | A willingness to undergo a DBS police check on appointment and thereafter annually  | Application form/Interview |