

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Care Assistant Driver</b>
<b>SUPERVISED BY:</b>	<b>Day Care Organiser</b>
<b>ACCOUNTABLE TO:</b>	<b>Transport and Logistics Manager</b>
<b>JOB PURPOSE:</b>	<b>To transport clients to and from the day care centre. To assist the Day Club Organiser in maintaining a fully supportive day care centre for older people in accordance with their assessed needs.</b>

### **Major Duties**

1. To provide cover in the absence of the Day Care Staff.
2. To provide responsive, high quality, sensitive care for older people.
3. To transport clients to and from the day care centre.
4. To support volunteers.
5. To liaise with staff, carers, relatives and other agencies involved in the care of clients attending the day care centre.
6. When deputising for a Day Care Organiser be responsible for administration of the day centre and to handle money as per Age UK Leicester Shire and Rutland's procedures.
7. To undertake training and development initiatives as required.
8. To adhere to Health and Safety policies and procedures.
9. To comply with current working practices.

### **Tasks**

#### **To provide responsive, high quality, sensitive care for older people**

1. To ensure that the service provided to older people meets Age UK Leicester Shire and Rutland's service principles and standards.
2. To assist in organising a range of stimulating and appropriate activities, this 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 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. To assist with the collection and serving of nutritionally balanced meals and drinks that take into account of personal preferences, assessed need and religious, cultural or medical needs.
5. Provide clients 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 clients to and from the day centre and on outings in line with the transport policy and clients risk assessment.
2. Notify the day care organiser of any issues incurred during transportation
3. To be responsible for the embarking/alighting of clients using the minibus tail lift or side step as per the clients risk assessment.

### **Liaise with staff, carers, relatives and other agencies involved in the care of older people**

1. To liaise with the Day Care Organiser, the escort, carers and other key people regarding the care and transport of day care clients.
2. Under the direction of the day centre organiser liaise with personnel in other health and care organisations

### **Administration**

1. To assist the Day Care organiser with the general administration of the day centre.
2. To maintain a weekly mileage sheet for any Age UK vehicle regarding details of journeys, mileage out and in and any petrol or oil purchased. Submit completed log sheets to Age UK Leicester Shire and Rutland's Transport and Logistics Manager at the end of each month.
3. Complete Daily vehicle checks via our online system in line with the transport policy.
4. Be responsible for the daily cleaning of the vehicle both internally and externally in line with the transport policy.
5. Report all accidents and Incidents to the Transport and Logistics Manager and Day Care Organiser in line with the Accident and Incident policy.

### **Fundraising**

1. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its

Employees to partake, when possible, in events which support these charitable aims.

### **Training and Development**

1. Undergo mandatory and departmental training and development as required.
2. Evaluate training undertaken and integrate it into your work programme.

### **Health and Safety**

1. Adhere to Age UK Leicester Shire & Rutland's Health & Safety Policy and related policies mentioned therein.
2. Where applicable ensure project activities are risk assessed in line with the organisation's Health and Safety policies and procedures.

### **Working Practices/General**

1. As well as the Health & Safety policies and procedures above, adhere to and implement all other Age UK Leicester Shire & Rutland's policies and procedures as well as the Personal Care Policies if relevant to your role.

Details of these and other Age UK Leicester Shire & Rutland policies can be found in [F:\COMMUNAL FOLDER\POLICIES](#) or on the Select HR self-service portal.

2. Age UK Leicester Shire & Rutland is committed to its charitable aims, and fundraises in order to provide accessible services for the older people of Leicester, Leicestershire and Rutland. Age UK Leicester Shire & Rutland expects all its employees to partake, when possible, in events which support these charitable aims.
3. Age UK Leicester Shire & Rutland expects all staff to have basic IT skills to enable them to use the systems within the organisation and have a willingness to embrace new technology as it is introduced. Training will be provided to staff who require it.
4. To undertake 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.**

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_

**Please print name:** \_\_\_\_\_