

Job Description

Job Title:	CARER/ DRIVER
Post Reports to:	HEAD OF MAINSTREAM DAY SERVICES
Reports to Post:	NONE
Location:	THE MACKENNEY DAY CENTRE

Job Purpose

To act as Care Worker/Driver under the management of Age UK Medway. Providing support and assistance to the day centre team in all aspects of care for older people within the day centre, whilst adhering to the company code of professional conduct and all other relevant bodies.

To contribute to and assist the organisation in meeting its strategic objectives in supporting older people through the development of a range of supportive activities.

Key Responsibilities

Carer

- To act as a general support to older people accessing Age UK Medway's Day Services.
- To undertake tasks required to assess and meet the needs of individuals on a daily basis, enabling independence, health and well-being of the clients.
- To provide information and make recommendations to your line manager that enable those to maintain up to date care plans and life histories of those assessed as suitable for the service.
- To ensure that the client's safety, respect, dignity and privacy are maintained at all times.
- To participate in the efficient and effective running of the Day Centre, welcoming newcomers and ensuring a harmonious atmosphere is maintained.
- To participate in the planning, implementation and evaluation of all activities in consultation with volunteers and clients.

- Write brief notes on each individual/group activity or session undertaken on the activities record sheet for inclusion in client's care plans
- To assist clients with eating, drinking and tending to personal care needs within the Day Centre.
- To ensure that any financial transactions in the Day Centre are conducted in accordance with Age UK Medway's policy.
- When required to administer medication to the clients. Ensuring the right dosage is administered, checking for any changes in dosage or medication and keeping all relevant records up to date.
- To accompany clients on outings and events as required and to ensure their welfare at all times.
- To update care plans of any relevant care needs or actions taken.

Driver

- To fulfil the role of Minibus Driver or act as the passenger assistant/escort on the minibuses, assisting clients to and from their homes.
- Ensure that passengers are sitting comfortably and have their seat belts on. It is essential that an escort is provided to help with this.
- Ensure that minibus attendance and mileage records are completed at the end of journey and passed to appropriate staff.
- Ensure that all pre-journey checks are undertaken and recorded.
- Pass any relevant information, such as no reply or concerns about Service Users to senior staff.
- Use the appropriate equipment, such as wheelchairs, tail lift, ramps etc. as provided and use in accordance with instructions.
- Show respect and consideration to passengers and volunteers and other road users.
- Maintain vehicle logs and report accidents or defects verbally and in writing.
- Ensure vehicle is secure when parked for the night.
- Undertake MIDAS and any other training as deemed necessary.

General

- To ensure compliance with statutory requirements, including Health and Safety and Fire Regulations. All risks and accidents must be reported to your line managers.

- To attend and participate in training programmes.
- To respect the confidentiality of clients and their families, thereby obtaining their permission to discuss or report issues relating to their health and well-being.
- To report to the Senior Carer any related social/financial/medical needs required by Service Users, which should be known to, and could be dealt with by the relevant care commissioners.
- To support your colleagues and work as part of a team.
- To participate and contribute generally to Age UK Medway's fundraising, promotional and social events, working with other members of staff
- To attend supervision, appraisal and staff meetings as required.
- At end of the day assist with clearing away furniture and equipment. Leaving premises clean and tidy for the next day.
- To undertake additional hours across the sites to cover sickness.

Communication and working relationships

Internal

- Chief Executive
- Operations Director
- Day Centre Manager
- Board of Trustees
- Day Centre staff
- Volunteers
- Administration staff
- Clients and Families

External

- Social Services
- Care Managers
- Age UK Organisations
- Adult Mental Health Services
- Occupational Therapy Services
- Physiotherapy Services
- Hospital Admission/ Discharge Departments
- Housing Organisations
- Statutory and Voluntary Organisations

Performance review

Supervision and appraisals are carried out annually

Personal development plan or training will be agreed with the Head of Mainstream Services.

General

All employees are subject to the requirements of the Health and Safety at Work Act. The post holder is required to ensure, as an employee that their work methods do not endanger themselves or others.

All employees are subject to the requirements of the Data Protection Act, and must maintain strict confidentiality in respect of Service Users, staff information and records at all times.

All employees must comply with the organisations Equality and Diversity Policy.

Age UK Medway aims to maintain the goodwill and confidence of its own staff, clients and the public. To achieve this objective, it is essential that employees carry out their duties in a professional, courteous and empathetic manner.

Age UK Medway maintains the right to amend the Job Description in consultation with the post holder. Any agreed changes will be notified in writing.

Personal specification

Required:

- To hold a full driving licence (with D1 entitlement is beneficial but not essential).
- Hold an NVQ Level 2 in Health & Social Care, or be willing to work towards the qualification.
- Have experience of working with older people and related medical conditions.
- Must be prepared to have an Enhanced Disclosure and Barring Service (DBS) check.
- To have a flexible approach, with a willingness to provide cover for colleagues at short notice.

Possess a creative flair and an interest, towards contributing to the planning of and provision of stimulating activities for Service Users.

- Be able to work as part of a team but also able to use own initiative.
- Demonstrable ability to act on own initiative according to individual client's needs and requirements.
- Good communication skills.