



Job Description

Job Title: Passion For Life – Driver/Carer (20 hrs –flexible)

Salary: £10,120 - 20 hrs (£17,711 pro rata)

Main Purpose of Job

- (a) To drive the Day Centre vehicles in a manner which provides a courteous and effective transport service for users of the Day Support facility
- (b) To ensure vehicle is clean and ready for use
- (c) To interact with service users at the centre and provide care support

Accountable to: Day Support Manager

External Liaison with: carers and relatives of service users as directed by the Care Co-ordinators

Main Areas of Work:

1. To Transport all Day Support users to and from the Centre
2. To check oil, water and tyre pressures on a regular basis; ensure all light and indicators are working and the vehicles are fully fuelled
3. To be responsible for ensuring the vehicles are kept clean externally and internally
4. To maintain a vehicle log book as required
5. To assist in the moving and transferring of users including those using wheelchairs
6. In co-operation with the Care Co-ordinators to regularly review and agree transport routes for the utmost efficiency in delivering and returning users of Centre
7. To report to the Care Co-ordinators changes regarding the attendance of service users, or if there are any circumstances which appear unusual, or cause concern.
8. To interact with service users and carry out activities as directed by care co-ordinators or Day Support Manager
9. To be prepared to cover the shifts of other drivers, sometimes at short notice.
10. Be prepared to enhance skills and knowledge through regular training.
11. To act within the policies and principles of Age UK Trafford at all times
12. To promote the good name and brand image of Age UK Trafford at all times

N.B. All drivers are required to cover shifts during holidays and sickness of other drivers, and will be paid for additional hours

Holiday Entitlement:

25 days plus statutory holidays pro rata

Be prepared for holidays to be co-ordinated with other staff for the operational needs of the service

Location:

Passion For Life Day Support, across the borough

Driver – Person Specification

Key: E = Essential
D = Desirable

Requirement	Tested by	Essential/ Desirable
Experience of driving a minibus	Application form and interview	E
Experience of working in a Day Care Setting or equivalent transferable skills	Application form and interview	D
Demonstrate the ability to work as part of a team	Interview	E
Demonstrate willingness to work flexibly	Interview	E
Understanding and empathy for older people and carers	Interview	E
An understanding of the working of the voluntary sector	Interview	D
Previous experience of working with older people	Application form and interview	D

