

JOB DESCRIPTION	
Job Title:	Day Centre Wheelchair Accessible Vehicle (WAV) Escort, Age UK Southampton - Padwell Road Day Centre
Reporting to:	Day Centre Manager
PURPOSE AND AIMS OF THE ROLE	
<p>To work as a member of the staff team in the transportation of older people who may have physical disabilities and /or mental health issues to and from the day centre.</p> <p>This role is part time over 4 days for 12 hours per week as follows:</p> <p>Monday, 0900-1000, 1500-1700 Tuesday, 0900-1000, 1500-1700 Wednesday, 0900-1000, 1500-1700 Thursday, 0900-1000, 1500-1700</p>	
MAIN DUTIES AND RESPONSIBILITIES	
<p>Service Delivery</p> <p>To work with the WAV driver to assist clients onto the WAV, to and from their homes to the day centre, ensuring a relaxed comfortable journey for clients and to ensure clients remain seated during the journey and where necessary are appropriately secured in their seats.</p> <p>Supervision of the clients whilst being transported.</p> <p>To liaise with other team members, carers, and others to ensure that key information relating to client's conveyance is promptly exchanged and that it is accurate and appropriate.</p> <p>To work as a member of the staff team; participate in all relevant meetings and training to actively contribute to service development.</p> <p>To accurately record any relevant observations and areas of concern, reporting to the Day Centre Manager as required.</p>	
<p>Safeguarding</p> <p>To work in a team environment to ensure all clients and staff are safe and receiving the attention and care required.</p> <p>In accordance with organisational safeguarding policies:</p> <ul style="list-style-type: none"> ▪ to identify the potential for abuse; 	

- to take appropriate preventative measures;
- to respond to allegations of abuse

To raise any safeguarding issues and follow appropriate procedure using reporting protocols and following policies and procedures including the involvement of the Safeguarding Lead.

To follow up on any concerns or complaints and act promptly and thoroughly on any issues that might put members at risk of abuse or harm.

Training

To undertake such training and development as recommended to maintain up-to-date practices.

To undertake all required mandatory training and ensure that all practices reflect training received. Mandatory training to include:

- Moving & Positioning
- Public Protection
- Fire Safety
- Management of falls and fractures.
- Person Centred Care and Dementia awareness
- Safeguarding vulnerable adults

To attend further training and development as required, including training and qualifications required to comply with regulations.

To have a continued commitment to ongoing training and personal development.

The candidate will be required to undertake an enhanced DBS check.

Health and Safety

Follow all health and safety guidelines and procedures.

Assist in emergency situations, including evacuations and administering first aid if qualified.

Keep the WAV clean and ensure that safety equipment e.g., fire extinguishers, first aid kits is available and in good working order.

To identify any risks, including infection, decontamination and observed faults to the WAV, the WAV equipment or any fixtures and fittings and report concerns to the Day Centre Manager.

To adhere to all statutory and company policies and procedures, including those relating to quality, confidentiality and Health and Safety including COSHH regulations.

To ensure the wellbeing and health and safety of clients, staff, volunteers, and visitors, reporting accidents and incidents promptly and appropriately, as well as completing detailed risk assessments when necessary.

General

This role works in accordance with current best practices, according to policy and procedures, agreed standards, legislative requirements, and relevant regulations under the direction of the Day Centre Manager.

To follow policies and procedures set out in your organisational Staff Handbook.

To maintain confidentiality at all times and ensure that disclosure of sensitive information is only made within proper discharge of your duties.

To assist the Day Centre Manager with administrative duties as required.

To notify the Day Centre Manager of any inability to report for duty at least one hour before the start of your shift and your expected return to work for all absences.

To promote and ensure the good reputation of Age UK Southampton and ensure personal behaviour endorses this.

To attend and participate in regular supervision and appraisal meetings with the Day Centre Manager.

To adhere to all statutory and company policies and procedures, including those relating to Quality, Confidentiality, and Health & Safety.

PERSON SPECIFICATION		
	Essential	Desirable
Experience and Knowledge		
An understanding of the health and social care sector and the provision of person-centred care in the community	✓	
Ability and willingness to undertake personal care		✓
Previous experience in the use of safety and mobility aids	✓	
Previous experience in a similar role		✓
Basic understanding of how rights, dignity, privacy, respect, and choice are vital when providing care	✓	
Personal Qualities		
Good level of self-motivation	✓	
Ability to effectively manage own workload and time, whilst being flexible	✓	
Having a caring, patient, and reliable nature	✓	
Can be proactive, empowering, and enabling within their approach to care	✓	
To be physically able to undertake the role effectively including the ability to assist customers using mobility aids.	✓	
To promote a professional appearance and dress appropriate for the role	✓	
Communication		
Good level of written skills	✓	
Ability to communicate clearly with customers, colleagues, and others	✓	
Teamwork		
Ability to work co-operatively and effectively with colleagues, clients, and others	✓	
Qualifications		
Hold an NVQ Level 2 or other professional qualification in care (or willingness to work towards qualification)		✓
Other		
To ensure we comply with the Health and Social Care Act 2008 (Regulated Activities) (Amendment) (Coronavirus) (No. 2) Regulations 2021 ("the Regulations"), you will need to be either be fully vaccinated against Covid-19 unless clinically exempt or partially vaccinated and intend to complete your vaccination within 10 weeks of your first vaccination.	✓	
Ability to undertake compulsory induction training programme	✓	
Full, valid driving licence.		✓

The right to work in the UK	✓	
Satisfactory criminal records check in line with enhanced DBS guidelines	✓	