**JOB DESCRIPTION**

**Job Title:** Driver/Carer

**Responsible to:** Care Services Manager / Day Centre Manager

**Location:** Oldham

Any Age UK Oldham Day Centre as required

**Hours:** 35 hours per week, 7 hours per day, Monday to Friday, between the hours of 8.30am - 4.30pm

**Salary:** Fixed salary point23, £24,644 per annum / £13.55 per hour

**This post is subject to an Enhanced DBS check**

1. **JOB SUMMARY**
   1. To transport passengers in adapted vehicle to and from the centre.

1.2 To attend, under general supervision, to the personal needs of those attending the centre, and maintain written records.

1.3 To provide and deliver social activities.

1. **KEY TASKS AND RESPONSIBILITIES**
   1. To transport clients in the adapted vehicle ensuring clients are secure in the vehicle. Reporting any changes in the home environment or reason for absence to Manager.
   2. To ensuring daily checks are conducted on the vehicle, keeping a record of fuel purchased.
   3. To report any incidents or repairs required to the Manager.
   4. Carry out physical tasks as necessary (for example toileting, feeding, escorting); meeting users’ physical needs.
   5. Social duties including helping to maintain contact with family, friends and the community and participating in social activities aimed at creating a supportive atmosphere, ensuring the individual users’ social and emotional needs are met.
   6. To be responsible for key working an allocated number of clients.
   7. To maintain records, as required, ensuring confidentiality at all levels.
   8. To undertake training as required.
   9. To follow the organisation’s Safeguarding policies and procedures and speak with your line manager, or if not appropriate, with one of the people designated as Adult Safeguarding Leads within our organisation, if you have any concerns about a vulnerable adult or child. All staff have a responsibility for the safety and wellbeing of our clients and colleagues.
   10. To carry out all duties in compliance with current Health and Safety legislation and Age UK Oldham’s Health and Safety Policies.
   11. To carry out all duties in compliance with current Age UK Oldham’s policies, ensuring the provision of equal opportunity, maintenance of confidentiality and a high quality of care, appropriate to individual needs.
   12. Such other duties as may be required and are consistent with the duties and responsibilities of the post.
   13. To Work in accordance with current Age UK Oldham Quality Management / ISO 9001:2015 Systems.

**PERSON SPECIFICATION**

Job Title:Driver/Carer

Applicants should be able to demonstrate the following:

1. **Essential Criteria**
   1. Full clean driving licence – experienced driver.
   2. Experience as a ‘hands on’ carer of older people living with Dementia.
   3. Knowledge of the physical and emotional needs of older people and their carers.
   4. Medically fit to perform physical duties.
   5. An understanding of the issues concerning the needs and impact of older people within such settings.
   6. Able to work alone and as part of a team.
   7. An understanding of Equal Opportunity issues and practice.
2. **Desirable Criteria**
   1. Direct experience within a day care or residential setting for older

frail people.

* 1. Relevant qualifications.
  2. An understanding of the issues concerning the needs and impact

of volunteers.

* 1. Experience of providing and delivering activities.
  2. Advanced Driver.