

Statement of Particulars

Job Title Bank (Flexi) Driver/Care Attendant

Responsible to Day Centre Manager

Main Responsibilities

- Transporting Service Users to and from the Day Centre and assisting the Care Services Manager in the provision of day care for elderly mentally confused people.

Summary of duties

1. Driving the Day Centre minibus and transporting Service Users to and from the Day Centre.
2. Reporting, immediately, any defects in the minibus, either mechanical or structural, to the Care Services Manager.
3. Ensuring that both the interior and exterior of the minibus is kept clean at all times and that oil and diesel are kept at required levels.
4. Helping Day Centre Service Users on and off the minibus and ensuring their safety at all times.
5. Encouraging Service Users to participate in Day Centre organised activities and assisting them in craftwork.
6. Assisting Day Centre Service Users, where necessary, in personal hygiene tasks, eg toileting.
7. Supporting and assisting the Care Services Manager in the provision of entertainment designed to stimulate Day Centre Service Users mentally.
8. To ensure staff keep a safe environment around their work area, to report maintenance problems swiftly and to ensure their behaviour and actions do not endanger people or property.

The post holder is responsible for assisting the Care Services Manager in the provision of day care for older mentally infirm people. They are required to carry out all tasks allocated to him/her by the Care Services Manager in such a way as to help create an atmosphere of care and well being.

Training courses relevant to the Flexi Driver/Care Attendant's duties will be arranged periodically.

All Association employees have a personal responsibility to promote and to support measures designed to create a working environment that is free from harassment or discrimination on the grounds of gender including gender reassignment, pregnancy or maternity, marital or civil partnership status, sexual orientation, race or ethnic origin, religious belief, political opinion, national identity, age, disability or whether or not they have dependants.

This job description is not exhaustive and may be amended to facilitate changes in the better organisation of Fold's activities and following consultation with the Job Holder.

Fold operates a 'No Smoking' Policy which includes the use of e-cigarettes.

Driver/Care Attendant - Person Specification

ESSENTIAL CRITERIA (demonstrate on application form)	
1	Experience of transporting Passengers. Eg. Minibus, taxi within the last two years. Anyone who has taken their driving test after janurary 1997 must have D1 authorisation.
2	Knowledge and understanding of the care and support needs of adults.
DESIRABLE CRITERIA (demonstrate on application form)	
3	Minimum 6 months experience (within the last 3 years) of providing care/support for older people in a paid or voluntary capacity.
4	Knowledge and understanding of care planning.
5	Experience of working in a formal care setting.
6	PSV Licence.
SPECIALIST KNOWLEDGE (tested at interview)	CORE COMPETENCIES - Level 2 (a selection will be tested at interview)
Experience of personal care tasks	Change and continuous improvement
Knowledge of the care and support needs of older people	Working with others
Knowledge of dementia and or learning disability	Customer focus
	Managing performance
	Communication
	Valuing equality and diversity
	Developing self and others

Please note:

- Applicants will be required to provide confirmation of relevant qualifications / memberships at interview.
- Successful candidates will be required to register with NISCC within 2 weeks of receipt of employment offer (if not already registered).
- Fold has carried out a risk assessment into the duties performed by a Care Assistant/Support Worker and as such deems this post to be unsuitable for persons under the age of 18.
- Successful applicants will be required to complete an Enhanced Disclosure Check. Having a criminal conviction will not necessarily debar an applicant from working with the Association. Disclosure information will be handled in line with the Access NI Code of Practice and the Rehabilitation of Offenders (NI) Order 1978.
- Fold reserves the right to shortlist on the desirable criteria if necessary.