

**Role Description**

**Our vision:**

*A world where everyone can love later life*

**Our mission:**

*To help people enjoy a better later life*

**Job Title:**

***Driver Day-Care Worker***

**Our values:**

*We are passionate and determined about making later life better*

*We work together as one team believing in the potential of people*

*We set the standard of success for ourselves and others to follow*

*We act with integrity and show pride in everything we do*

**ROLE DESCRIPTION**

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| Job Title: | Driver Day-Care Worker |
| Current Department Name: | Day-Care |
| Current Location: | Grove House |
| Type of role: | Individual contributor |
| Contractual Status of Role: | Permanent |
| Job Title of Line Manager: | Registered Manager |
| Job Titles and number of any direct reports: | None |
| Job Purpose: | To transport service users to and from the day-centre and provide a range of support activities in the day-centre |
| Main Responsibilities/Deliverables: | **Driving Duties**   * To provide transport for service users attending the day-centre * To carry out essential checks on the mini-bus ensuring it is properly maintained and in a road-worthy condition * To keep records in relation to maintenance and checks of the mini-bus   **Care Worker Duties**   * To assist with review procedures and assessment reports * To assist the Registered Manager in the day to day running of centre including cleaning duties * To assist with the personal care requirements of service users including toileting and personal care if required * To participate in the implementation of activities of those attending the centre * To attend team meetings as required * To participate in training organised by Age NI |
| Experience: | * Applicants must have at least one years experience of working with older people in a paid or voluntary capacity * Experience of driving a minibus. |
| Knowledge: | * Knowledge of the voluntary sector (Desirable) |

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| Skills: | * Ability to use initiative * Good Interpersonal skills |
| Qualifications: | * Full category D1 licence and Driver Qualification Card, DQC (awarded upon completion of the Driver Certificate of Professional Competence) * NVQ Level 2 in Health and Social Care or be willing to work towards achieving this qualification |
| Additional Circumstances: | * Post holder must be registered with NISCC and will be subject to an enhanced Access NI check*.* |
| Notes:   * *This role description is not intended to be exhaustive in every respect, but rather to clearly define the fundamental purpose, responsibilities and dimensions for the role. Therefore, this role description does not describe any individual role holder.* * *In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.* | |