

Job Title:	Driver/Support Worker
Salary:	£17,700.80 per annum <i>pro rata</i> , rising to £18,047.20 per annum <i>pro rata</i> after successful completion of probation
Hours:	Full time, 37 per week
Responsible to:	Day Opportunities Coordinator

Summary

The post-holder will be responsible for supporting the delivery of a planned programme of activities throughout the week for people with learning disabilities for the Learning and Leisure Service. They will also be responsible for the safe driving of Centre 404 transport, and the safety of all passengers using our transport.

Main Duties and Responsibilities

Support to service users

- Provide support during sessions so that members participate in planned activities aimed at supporting their social, recreational and educational needs. Support members in such a way as to ensure that they are stimulated, challenged and benefit from the activities available.
- Address challenging behaviour in accordance with members' support plans and risk assessment. Where necessary seek advice and information from the Day Opportunities Coordinator or other Day Opportunities staff to develop consistent and effective behaviour management support.
- Adhere to child protection and safeguarding adult procedures. Remain vigilant for signs of abuse, taking immediate action and reporting all issues of concern to the Day Opportunities Coordinator or line manager.
- Participate in the planning, review and evaluation of programmes of activity and individual sessions. Facilitate involvement of members in the planning, reviewing and evaluation of activities.
- Provide personal support to members as required during sessions. This may include physical support, personal care and assistance with eating, according to Centre 404 policies and procedures.
- Ensure that service policies and procedures are implemented at all sessions.
- Promote equal opportunities for members and report any discriminatory behaviour witnessed to the Senior Support Worker.

Driver

- The Driver will ensure they have the relevant information available to them before the commencement of the journey including the address and contact information of members.
- Arrive punctually at the vehicle collection point and deliver the vehicle back to the appointed location at the end of the journey.
- Complete the inspection of the vehicle as detailed in the Centre 404 Transport Policy before the journey commences. Ensure the vehicle is safe and roadworthy by completing all necessary safety checks including seat belts, and recording any damage to the vehicle (interior and exterior). Report any problems to the line manager.
- Record mileage at the beginning and end of each journey using Centre 404's mileage record form.
- If any changes to the route are necessary, communicate this to the escort and members. Communicate any changes to future journeys to the line manager.
- Ensure that the vehicle has adequate fuel at all times and that it is returned with sufficient fuel for future journeys: minimum ¼ tank.

- Assist the escort in operating the tail lift where necessary.
- Should any problems arise while members are on the bus, park the bus safely and assist the escort with resolving the issue.
- Keep the vehicle keys safely, ensuring that under no circumstances is Centre 404 transport used for any other purposes than those directed by the line manager.
- Alert line manager to any problems with the bus and liaise with the depot or garages as required. Deliver and collect the bus for maintenance, repairs etc. as requested.
- In the case of any accident or incident, follow procedures as set out in the Centre 404 Transport policy including informing the line manager immediately and completing a report form. Provide relevant information to police where appropriate.
- Ensure storage of Centre 404's Blue Badge and fuel card in the appointed place and report immediately if missing.
- Attend meetings as required within and outside Centre 404.

Team member responsibilities

- To plan and work as a team with other staff members.
- To pass on relevant information to other team members, using agreed communication procedures.
- To keep records and write reports in the appropriate files.
- To attend staff meetings, Management Committee meetings and any other relevant meeting where appropriate.

General Duties

- Maintain and adhere to Centre 404 values, mission and beliefs in all aspects of your work and interactions with others and when representing the organisation
- Adhere to all Centre 404 policies and procedures, code of conduct and staff handbook and to the requirements of funding organisations.
- Adhere to Centre 404 Equality and Diversity Policy and contribute to an accessible and welcoming work environment.
- Maintain confidentiality of information relating to service users, volunteers, staff and any sensitive issues relating to the work of the organisation.
- Contribute to your personal and professional development by attending regular support and supervision sessions and training as identified by your line manager in relation to your role and responsibilities.
- Assist and supervise volunteers where required and adhere to Centre 404 values in relation to supporting volunteers.
- Attend staff meetings and other committees when requested.
- Aim to meet targets as set and agreed with your line manager in relation to your personal development and the progress of the volunteer and development projects.
- Attend the annual AGM, fundraising functions, events and staff away days as required. Time off in lieu will be given for these activities when outside of scheduled working hours.
- Undertake any other reasonable duties as commensurate with the aims of the post and as requested by management.

Person Specification

(E) Essential requirements

(D) Desirable requirements

Physical/personal attributes	Available to work a variety of shifts throughout the 7 day week	E
	Physically fit and able to offer physical and behavioural support to service users – relevant training will be offered	E
Knowledge/ Understanding	Full clean UK driving licence with a D1 allowance.	E
	Hold national or local certification in a relevant area e.g. youth work, play, teaching, social work or have at least one year's experience of delivering services similar to those provided by Centre 404.	E
	Good basic education and training: 5 GCSEs grade A-C	D
	Aware of issues affecting people with learning disabilities	E
	Understanding of health and safety issues as they affect service users	E
	Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information appropriately	E
	Understanding of, and sensitivity to the discrimination experienced by people with learning disabilities	D
Experience	Experience of working with people from varied social and cultural backgrounds	D
Skills/abilities	Reliable and punctual	E
	Ability to engage people with learning disabilities (including profound and complex disabilities) in challenging, stimulating and enjoyable activities as per the group programme.	E
	Excellent communication skills with service users, families and colleagues	E
	Excellent written communication skills to be able to maintain records, write reports and liaise with external professionals	E
	Able to work in and contribute to a team	E
	Able to work unsupervised and on own initiative	E
	Able to maintain calm and deal with challenging situations responsibly	E
	Able to plan support and facilitate activities.	E