

## **JOB DESCRIPTION**

**Job Title:** Carer/Driver

**You will be responsible for:**

Delivering excellent care and transport to vulnerable children/adults with care and compassion.

**In particular, you will need to:**

- Support service users with personal care
- Support service users to maximise their personal comfort by moving and handling appropriately
- Provide social engagement with service users by actively listening and talking about their personal interests
- Assist service users with the daily activities to support with physical and mental stimulation
- Adhere to person-centred care plans
- Transport service users to and from various locations in line with the charity's activities plan
- Ensure vehicles are regularly cleaned inside and out
- Complete vehicle checks and maintenance in line with policy and report any concerns
- Adhere to the Charity's dress code
- Undertake any other duties which may include maintenance and gardening when required

**To achieve these outcomes you must:**

- Have excellent communication skills both written and verbal
- Be compassionate and caring and willing to undertake all care tasks and all non-care duties as requested
- Be understanding and considerate to service users and ensure they are treated with dignity and respect at all times
- Regularly read care plans/risk assessments and acknowledge changes
- Have or be willing to obtain a suitable relevant qualification
- Attend staff meetings/handovers and supervisions as and when required
- Hold an appropriate clean driving licence.

**Every employee of St Cuthbert's Care must:**

- Report any concerns about a service user or work colleague
- Safeguard individuals from all forms of abuse
- Complete all appropriate documentation as required
- Act in a professional manner at all times
- Work professionally with managers, colleagues and external bodies
- Ensure all work is carried out in accordance with Charity policies and procedures as well as regulatory requirements
- Complete all relevant training as required to meet the needs of the service and to ensure you are competent in your role
- Work flexibly to meet the needs of the service
- Maintain confidentiality and observe data protection requirements in accordance with legislation and Charity policy
- Respect, work within and promote St Cuthbert's Care's Dignity at Work Policy
- Respect and work within St Cuthbert's Care's Christian ethos

This job description is not exhaustive and some variations may be necessary.