|  |  |
| --- | --- |
| **Job title:** | Carer Driver |
| **Responsible to:** | Team Leader / Shift Manager |
| **Holiday/Sickness Relief:** | Care Support Workers and Housekeepers |

**Purpose of the Job**

* To promote and work within our values:



* To provide quality care to Residents to improve their quality of life.
* To provide transport services to Sheffcare homes, moving Residents and materials safely and efficiently
* To work within our Code of Conduct / Behaviour Charter.

**Specific Duties & Responsibilities**

* To be aware of and work within charity policies and procedures ensuring that all relevant legislation is implemented and followed.
* To provide individualised personal care for Residents based on their care plans, considering their physical, emotional, social, spiritual, and cultural needs.
* To help care for sick people, when necessary, which may involve coping with severe illness, dying and bereavement.
* To accompany Residents where necessary, to hospital, clinics and general practitioner appointments and associated services, including social activities.
* To drive light vans/mini buses transporting Residents and materials in a safe and efficient way. Ensure all passengers and materials are loaded safely and securely.
* To conduct routine checks on vehicles tyres, water and oil etc. reporting any faults to the Registered Manager / Deputy Manager.
* To maintain minimum fuel levels filling vehicle as necessary. Maintain vehicle log sheets.
* To tidy and clean Residents' personal space including the washing of chairs, commodes, wheelchairs and aids and adaptations as necessary.
* To make sure Residents' nutritional needs are met according to their care plan.
* To respect Residents' privacy and dignity while helping them stay independent and ensuring their confidentiality.
* To greet and deal with all visitors in a professional manner.
* To monitor and record security and safety of the home and the wellbeing of residents', to comply with charity policy.
* To understand and comply with fire precaution procedures and health and safety regulations.
* To buddy new staff.
* To participate in meetings, reviews, staff development and 1:1s as required within charity policies.
* To participate flexibly in rotas and routines as required by the charity
* To attend and fully participate in training as required by the charity.
* To perform any other tasks that fit your role.
* To keep accurate records and reports using the charity’s recording and information systems (PCS) as required.
* To complete any other reasonable tasks assigned by the management team

**Person Specification**

* Be adaptable to change
* Have a full, clean UK driving license
* Have experience in a similar role
* Have excellent observational skills
* Be able to build trust and rapport
* Be non-judgmental
* Have good time management and organisational skills
* Be willing to learn and develop
* Be approachable and able to connect and empathise with others
* Be able to use basic tech devices

**This job description indicates only the main duties and responsibilities of the post. It is not intended as an exhaustive list.**

***I confirm I have received a copy of this job description***

***Name:***

***Signature:***

***Date:***