



JOB PROFILE

Post Title:	Driver (Social Care)
Directorate:	Health & Social Care
Responsible to:	Head of Social Care - Service Delivery
Responsible for:	N/A
Grade:	B

Job Purpose

To improve the lives of all within our services by supporting our vision for them to have equal rights to the community and amenities. To support managers and staff in enabling service users to benefit from the wider community through engagement, inclusion, education, social interactions and connections with events and functions.

Main Duties and Responsibilities

1. Prioritise the transporting of service users to and from day care, hospital appointments, social outings, and other.
2. Support staff in helping service users to safely get in and out of vehicles including service users who have mobility needs, sensory impairment, learning disabilities, the frail elderly and those with limited or no verbal communication skills. This requires the post holder to be caring, compassionate and flexible.
3. Carry out safety checks (water, oil, and other checks) on the vehicles before driving, ensuring that they are road worthy and safe. This includes the mini bus, mobility vehicles and any other vehicle driven for the purposes of the role.
4. Responsible for ensuring the safety of passengers at all times by ensuring use of seat belts if such are fitted.
5. Responsible for ensuring all passengers are seated before journeys commence and that the number of passengers in vehicles does not exceed the number of seats available.
6. In the event of emergency and unforeseen circumstances, assist with the collection and packing away of stores. This includes the collection of medical supplies from the Pharmacy.
7. In the event of emergency and unforeseen circumstances assist with the collection of meals from the CCC and deliver them to the hospital or other social care services.



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8. Responsible for complying with all legislation and SHG policies with regard to the use of SHG vehicles, for example, wearing seat belts, no smoking in vehicles and non-use of mobile phones whilst driving.
9. Responsible for ensuring that vehicles used are kept clean by carrying out daily internal cleaning, removing any rubbish that may have been deposited and washing the mini bus once per week as a minimum or as and when required.
10. Responsible for ensuring no smoking, eating or drinking by anyone (staff or service users) whilst they are on the bus unless it is essential to do so i.e. for medical purposes.
11. Any other duties required by the Line Manager.

Special Conditions

- Potential needs to be sensitive to vulnerable clients with diverse needs.
- Working outside of normal hours as required.
- Potential exposure to bodily fluids.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	i
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	ii
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information.</i>	ii
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	ii
Working with Others: <i>Builds good working relationships and engages effectively with others to develop</i>	ii



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<i>appropriate solutions/improvements.</i>	
Communication: <i>Good oral and written communication and ability to record factual information accurately.</i>	iii
Influencing and Persuading: <i>Team player, receptive to constructive feedback and seeks clarification when necessary. Confident in expressing difference of opinion in a constructive manner.</i>	ii
Dealing with Change: <i>Flexible and adaptable to change</i>	ii
Continuous Improvement: <i>Willing to learn and develop in job role</i>	i
Managing Resources: <i>Works within appropriate guidelines and capable of dealing with varied situations with limited guidance.</i>	ii



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Numeracy and literacy skills at L2 or willingness to achieve this qualification	E	√	
Valid Driving License classes A, B, C, D	E	√	
Knowledge & Experience:			
Experience of a similar driving role or in a health or social care environment.	E	√	√
Awareness of safeguarding processes and protocols	D		√
Basic understanding and awareness of automotive practices	D		√
Skills and Abilities:			
Be reliable, a good communicator, patience when supporting vulnerable people and trustworthy	E	√	√
Good customer care skills	E		√
Have an empathetic approach and attitude towards vulnerable people with diverse needs.	E	√	√
Must have an eye for assessing a problem quickly and determining the most efficient way to solve it.	E		√
Must have a good command of English	E	√	√
Good written and verbal communication skills to communicate with all types of people and completion of required documentation	E		√
Must maintain confidentiality	E		√
Ability to be flexible and able to response to the varying needs of the portfolio	E		√
Ability to work without direct supervision and to organise own workload and work towards a transport timetable efficiently and in a professional manner	E		√
Ability to understand and empathise with service users with diverse and changing needs	E		√
Other:			
Work within all guidelines of policies and procedures within the Directorate appropriate to the role.	E		√
Awareness of Health and Safety procedures, Service	E		√



PERSON SPECIFICATION

Standards and safe working systems			
Willingness to work flexibly and as part of a team	E		√
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.	E		√
Contribute to a positive working environment ensuring commitment to equality and diversity.	E		√

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.

TEAMWORK

We work together and we support each other.