Job Description

Job Title: Bank Driver/Support Worker
Hourly rate: £12 per hour
Hours: Various shifts available throughout the week inclusive of evenings, weekends and out of school term times
Responsible to: Activities Project Manager

Summary of Post:

The post-holder will be responsible for supporting the delivery of a planned programme of activities throughout the week, with various shifts available inclusive of evenings, weekends and out of School term times 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.

Role Responsibilities:

Support to the people who use our services:	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 behaviours that challenge in accordance with members' support plans and risk assessment. Where necessary seek advice and information from the Coordinator or Senior Support Worker 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 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
Driving	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 promptly. 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 safe, 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.

Person Specification:

(E) Essential requirements (D) Desirable requirements

Physical requirements	Willing and able to offer physical support to service users including manual handling, supporting wheelchair users, completion of household tasks such as shopping and cleaning.	**E**
Qualifications	Good general education	**E**
	UK driving licence with a D1 allowance.	**E**
	MiDAS - Minibus Driver Awareness Scheme Certificate	**D**
Knowledge & Understanding	Aware of issues affecting people with learning disabilities	**D**
	Understanding of health and safety issues as they affect service users	**D**
	Understanding of person centred values and self-directed support and principles behind this	**E**
	Understanding of, and sensitivity to the discrimination experienced by people with learning disabilities	**D**
Experience	Experience of working with people with learning disabilities, including people with high support needs or experience of working with a vulnerable client group	**D**
	Experience of working with people from varied social and cultural backgrounds	**D**
	Experience of planning support and activities for people so they have a fun, active and fulfilled life	**D**

Skills/Abilities/Personal Attributes	Excellent communication skills with service users, families and colleagues	**D**
	Strong written communication skills, able to maintain records, write reports and liaise with external professionals	**D**
	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**
	Good organisational and administrative abilities	**E**
	Good numeracy skills	**D**
	IT proficient, with the ability to use a range of computer software (i.e. Office and others)	**D**
	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.	**D**

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruitment people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.

*Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.*