# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# Job Title: Driver

# Department:

# Grade: [Single Status 5](https://www.eastsussex.gov.uk/jobs/working-here/pay/east-sussex-single-status)

# Responsible to: Team Leader / Service Manager

# Responsible for:

# Purpose of the Role:

**Care Assistant**

You will drive and be responsible for allocated vehicles,safely transporting service users from their homes totheir destination. Under general supervision you will attend to the personal needs of residents following agreed schedules androtas of work as determined by the senior members of the team. You will have individual responsibility for service users while transporting them within the community.

**Progression**

We will support you to undertake and pass Driver CPC training and assessment to obtain a Category D1 licence within a specific time frame. Once passed you will be able to drive vehicles with no more than 16 passenger seats, a maximum length of 8 metres, a trailer up to 750kg.

**Key tasks:**

1. Treat users of the service with dignity and respect and maintain confidentiality as in line with departmental policies.
2. Regularly undertake vehicle checks in line with policies and procedures and to complete any associated paperwork.
3. Transport goods, equipment, service users and colleagues.
4. Assist staff and other professionals with driving related tasks.
5. Carry out health and safety checks in line with departmental policies and procedures.
6. Complete any associated vehicle paperwork.
7. Assist service users on and off the vehicle, and to operate hydraulic tail lifts where fitted.
8. Assist and support service users when collecting and returning them to their homes and during transit
9. Assist in social/recreational activities for the service users and enabling their participation in such activities, and to help service users maintain contact with family, friends and community including attending appointments e.g. G.P
10. Report to the Team Leader/Service Manager any deterioration or improvement of service users.

# Care Assistant

1. Undertake personal care tasks e.g. bathing, dressing and toileting etc whilst remembering the individual’s right to privacy, dignity and respect.
2. Accompany service users on outings and appointments.
3. Undertake duties similar to those performed by care assistants when not engaged in transporting service users.
4. Under general supervision to attend to the personal needs of service users in accordance with agreed schedules/rotas of work as determined by the team Leaders /Service Manager.
5. Administer medication to service users if and when required, in line with the individual’s medication guidelines’

**Addendums**

|  |  |
| --- | --- |
| **The following Addendums apply:** | **Yes or No** |
| Will be expected to drive minibuses after completing relevant training and assessments? |  |
| Physical demands – is the role required to do any heavy lifting/moving?  |  |
| Emotional Demands – will the role have direct contact with vulnerable people? |  |
| Working Conditions – will the role be required to enter users homes? |  |

**PERSON SPECIFICATION**

# Essential education and qualifications

* Hold a full UK driving licence, including D1 category or willingness to complete Driver CPC training and assessment which will be funded by the Council.
* The individual must be aged 23 or over, and have held a full driving licence for at least 3 years without a fault claim or conviction

**Handyperson;**

* Level 2 Property Maintenance qualification or willingness to complete Property Maintenance Operative (Level 2) [apprenticeship](https://intranet.escc.gov.uk/learning-and-development/apprenticeships/apprenticeships/) which will be funded by the Council.

**Care Assistant**

* Level 2 Adult Care qualification or willingness to complete Adult Care Worker (Level 2) [apprenticeship](https://intranet.escc.gov.uk/learning-and-development/apprenticeships/apprenticeships/) which will be funded by the Council.

# Essential key skills, abilities, knowledge, experience, values and behaviours

* Ability to communicate effectively with service users and colleagues.
* Ability to converse at ease with customer and provide advice in accurate spoken English
* Geographical knowledge of the county.
* Understanding of the principles of safe driving.
* A flexible approach to work, demonstrating use of initiative.
* Caring, sensitive, understanding and patient.
* Ability to maintain confidentiality.

**Handyperson**

* Ability to plan, prioritise anduse initiative with handyperson tasks, working unsupervised.
* Have general repair experience and able to undertake minor redecoration tasks.
* Experience of using DIY tools

**Care Assistant**

* Personal care tasks and social needs of clients.
* Willingness to undertake training to develop current skills, including willingness to undertake relevant training e.g. QCF in care, moving and handling, health and safety

# Desirable key skills, abilities, knowledge, experience, values and behaviours

* Experience of using aids when carrying passengers with special needs.
* Experience of working within a team.
* Basic Health and Safety knowledge.
* Knowledge of first aid and manual handling.

**Care Assistant**

* NVQ level 2 or equivalent pertaining to care of people with a learning disability, older people and adults with physical disabilities

**Document version control:**

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Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | Yes |
| Moving & handling operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | Yes |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and /or vibration | No |
| Food handling | Yes |
| Exposure to blood /body fluids | Yes |