

Job Description



Job Title: Volunteer Driver
Reports to: Services Manager (Day Care)
Based at: Brandon Day Centre
Hours: Morning and/or Afternoon Journeys

Role Purpose

Empanda provides day care for frail, elderly, housebound, people, many of whom are also affected with dementia or mental ill health problems, offering main carers an opportunity to have a break as well as offering older people who are socially excluded an opportunity to mix and participate in stimulating and interesting activities. Day care is open to anyone living in Brandon or the surrounding area.

Volunteer drivers will drive day centre members to and from Brandon Day Centre from their homes in and around the Brandon area.

Main Responsibilities

1. To ensure the health and safety, comfort and welfare of passengers and staff whilst being carried in the vehicle.
2. To carry out full health and safety checks of the vehicle prior to using it, in line with Empanda procedures.
2. To report any vehicle defects, faults, incidents or accidents.
3. To ensure the vehicle is in a clean and roadworthy condition before and after use.
4. Refuelling vehicles as required.
5. To treat service users with dignity and respect at all times.
6. To take personal responsibility for demonstrating the aims of the Empanda Equality and Diversity objectives.
7. To take personal responsibility for own Health, Safety and Welfare and that of colleagues in the workplace and service users.

Key Tasks

1. To work alongside the care team to collect and drop off members using the Day Care service.
2. To assist with the safe entry and exit of the vehicle using the tail lift, ensuring members are safely received by one of the care team.

3. To establish, maintain and develop relationships with members and staff within the Day Care Centre.
5. To assist members and staff on day trips and outings.
6. To adhere to the policies and practices of Empanda Care & Support Ltd CIC, in particular, those relating to health and safety, equality and diversity and safeguarding.

Person Profile

Selection Criteria A = Application form I = Interview T = Test D = Desktop or other practical exercises	Essential or Desirable (E, D)	Assessment Method (A, I, T, D)
Experience: 1. Experience in a volunteering role. 2. Experience of working with older people. 3. Experience of driving a mini-bus.	D D E	A, I A, I A, I
Qualifications: 1. First Aid Training 2. Full Clean UK Driving Licence	D E	A A, I
Skills: 1. Empathy - with older people. 2. Conscientiousness, care and compassion. 3. Good communication skills including good standard of spoken English. 4. Reliability and trustworthiness 5. Willingness and ability to participate in mandatory training sessions as and when required. 6. Reasonable level of fitness	E E E E E D	I I A, I I I A, I