

Job Description



Job Title: Volunteer Driver

Reports to: Day Care Manager

Based at: Brandon Day Centre / All Hallows Day Centre, Ditchingham

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.

Volunteer drivers will drive day care service users to and from Brandon Day Centre / All Hallows Day Centre from their homes in the local 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.
3. To report any vehicle defects, faults, incidents or accidents.
4. To ensure the vehicle is thoroughly cleaned after each trip for infection control purposes.
5. To ensure the vehicle is a roadworthy condition before and after use.
6. Refuelling vehicles as required.
7. To treat service users with dignity and respect at all times.
8. To take personal responsibility to uphold the Empanda Values – accountability, commitment, compassion and integrity.
9. To take personal responsibility for demonstrating the aims of the Empanda Equality and Diversity objectives.
10. 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 service users are safely received by one of the care team.
3. To establish, maintain and develop relationships with service users and staff within the Day Care Centre.
4. To assist service users and staff on day trips and outings.
5. 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 minibus.	D D E	A, I A, I A, I
Qualifications: 1. First Aid, Infection Control and PPE Training (training will be given) 2. Full Clean UK Driving Licence (Inc Cat D1)	E 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 D	I I A, I I A, I