**Support Worker/Driver (part-time)**

**JOB DESCRIPTION**

**Salary:** £23,302 per annum pro rata

**Hours:** 21 or 28 hours (3 or 4 days and according to rota, 9am-5pm with a 1 hour lunch break)

**Location:** Wandsworth

**Responsible to:** Day Centre Service Coordinator and Day Centre Leadership Team

**Contract:** Permanent

**Purpose of the job**

* To provide assistance with personal care and support, daily living tasks or activities to clients within our day centre to support them attain their full potential, maximize options available and encourage choice, participation and motivation.
* To drive clients to and from their homes and the day centre.

**Key responsibilities**

1. To support service users with their physical care, personal hygiene needs and daily life tasks and skills, as required by their support plan, ensuring that their independence is preserved and developed as far as possible and affording appropriate levels of privacy and dignity.

2. To support and facilitate client communication with their relatives, friends, professionals and other members of staff.

3. To adopt a person-centered approach to encourage clients to maintain maximum independence, considering their physical and emotional condition, as well as their current skills, personal choices and aspirations.

4. To encourage and support client feedback in the running of the service provision.

5. To be open to client preferences as to how tasks relating to their personal care and support are carried out.

6. To report and record any incidents or events that may have an impact on the client’s support plan, liaising with the immediate supervisor (and/or any other relevant staff) as appropriate.

7. To ensure that record-keeping is maintained and updated in an accurate, timely and confidential manner.

8. To become familiar with any changes in the client’s condition or situation at the beginning of each day, as well as any associated changes in the working environment or premises.

9. To escort and assist disabled people both in and around the service setting, as well as to accompany them to other external events and appointments in the wider community, where required.

10.To support with daily life skills, such as shopping and preparation of food, in accordance with the requirements of the service.

11.To actively encourage and participate in any programmes (e.g. exercise) identified in a client’s support plan by the relevant professional.

12.To help clients with mobility and other physical or sensory disabilities with the use of support aids and personal equipment.

13.To comply with all Age UK Wandsworth policies and procedures and to work within the regulatory compliance requirements applicable.

14. To participate in supervision, staff meetings and training activities, as required, sometimes off-site and outside of normal hours.

15. To be responsible for maintaining and improving own knowledge and skills through experience and training.

16. To assist clients safely on and off the mini bus.

17. To undertake any other additional responsibilities and duties as requested by the Day Centre Service Coordinator or the CEO.

This role will require travel around Wandsworth and a clean driving licence. The candidate will be required to undertake an enhanced DBS check. The job description may undergo changes to meet the needs of the organisation and the service.

**PERSON SPECIFICATION**

1. A full and clean D1 driving licence is essential\*
2. Ability to recognise the needs of the clients and work in a person-centred way
3. Prior experience of providing personal care or willingness to be trained in this skill
4. Able to work independently
5. Good communication skills
6. Good levels of literacy and numeracy to maintain client records
7. An understanding of issues affecting older people and people with disabilities
8. Ability to engage and communicate effectively with a diverse range of people
9. Willingness to work flexibly around the needs of the service
10. Knowledge of the local area
11. Able to work under pressure and in a demanding environment
12. Experience of working with vulnerable people
13. Able to work flexibly and creatively with clients and their families
14. Basic IT skills, e.g. with email and Microsoft 365

\*If you have a clean driving licence and do not have a D1, we can offer training to ensure you become qualified to drive our mini buses. This would require you to commit to working for us for a certain period or repaying the training costs if you leave before the agreed time.