

## Attendant Driver Grade 5

### About the Service

There are five building-based Complex Needs services situated across Staffordshire. The service has been developed to support people with profound learning and multiple disabilities or people with behaviour that severely challenges to take as much control of their lives, with support, as possible. The service works to support the individual to gain confidence, feel safe with the people who are working with them and to create a package of support that is based on a community inclusive outlook in their local area.

### Reporting Relationships

**Responsible to:** Senior Day Service Officer

**Responsible for:** N/A

### Key Accountabilities:

1. To have individual responsibility, or shared responsibility if accompanied by another staff member, in accordance with the practices and procedure of the Local Authority for individuals whilst providing transport to and from the complex needs service, or to and from activities.
2. Duties will include those associated with collecting and returning individuals to their homes (for example, assisting individuals at the beginning and the end of their journey), acting as first point of contact between individuals and their families and the Service, providing for their physical and emotional needs.
3. Opening or closing of the service base as appropriate at specific times.
4. Duties similar to those performed by Day Service Assistants may also be required at the unit when not engaged in transporting clients.
5. Driving of vehicles, including ambulances, coaches, and minibuses, will be required and where appropriate vehicle checks, required routine maintenance (for example oil and water checks) and cleaning.

6. Any other duties commensurate with the level of the post, this may include health and safety responsibilities in relation to the building for which full training will be given, although suitable adjustments will be made in line with the Disability Discrimination Act.

## Person Specification

### Qualifications/Professional membership

- Minimum age 21 years
- Full clean driving license

### Knowledge and Experience

- Minimum of 3 years driving experience
- Good knowledge of Highway Code.
- Fully conversant with and observe the guidance and procedures laid down in the Transport Manual.

### Skills

- Understanding of the needs of client group and carers.
- Ability to work unsupervised and on own initiative.
- Good communication skills, verbal and written.
- Flexible approach and attitude.
- Understanding of confidentiality
- Ability to physically support service users, some in wheelchairs in accordance with departmental policies and practices.
- Prepared to undertake ongoing internal training and assessment.
- Courteous, polite, and approachable at all times.
- Commitment to equal opportunities and anti-discriminatory practice.
- To be able to physically assist in the personal care needs and/or the behavioural support needs of service users, which will include some moving and handling, the ability to support people who use a wheelchair in the community and the ability to support with behavioural needs at MAPA level 3 when necessary.

**This post is designated as a casual Car user**

**The content of this Job Description and Person Specification will be reviewed on a regular basis.**