

# Attendant Driver

## Grade 5

### **Our Vision**

A county where big ambitions, great connections and greener living give everyone the opportunity to prosper, be healthy and happy

### **Our Outcomes**

Everyone in Staffordshire will:

- Have access to more good jobs and share the benefit of economic growth
- Be healthier and more independent for longer
- Feel safer, happier, and more supported in their community

### **Our Values**

Our People Strategy sets out what we all need to do to make Staffordshire County Council a great place to work, where people are supported to develop, the Strategy to ensure that the focus is on what is important to the organisation and the people it serves:

- Ambitious – We are ambitious for our communities and citizens
- Courageous – We recognise our challenges and are prepared to make courageous decisions
- Empowering – We empower and support our people by giving them the opportunity to do their jobs well.

### **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.

All posts within these services are subject to an enhanced DBS check

## **Reporting Relationships**

**Responsible to:**            **Senior Day Service Officer**

**Responsible for:**        **NA**

This job description provides an indication of the main duties involved in supporting individuals across our settings but is not intended to be an exhaustive list of tasks and duties which will ultimately be determined by the requirements of the service.

## **Key Accountabilities:**

- 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.
- 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.
- Opening or closing of the service base as appropriate at specific times.
- Duties similar to those performed by Day Service Assistants may also be required at the unit when not engaged in transporting clients.
- 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.
- 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.

**Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council objectives through:

**Financial Management**

Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.

**People Management**

Engaging with People Management policies and processes

**Equalities**

Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

**Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare, and which is in accordance with the Council's Health & Safety policy.




**Safeguarding**

Commitment to safeguarding and promoting the welfare of vulnerable groups.

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

**Person Specification**

 A = Assessed at Application  
 I = Assessed at Interview  
 T = Assessed through Test

<b>Minimum Criteria for Disability Confident Scheme*</b>	<b>Criteria</b>	<b>Measured by</b>
	<b>Qualifications/Professional membership</b> <ul style="list-style-type: none"> <li>• Minimum age 21 years</li> <li>• Full clean driving license</li> </ul>	A/I/T
	<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>• Minimum of 3 years driving experience</li> <li>• Good knowledge of Highway Code.</li> <li>• Fully conversant with and observe the guidance and procedures laid down in the Transport Manual.</li> </ul>	A/I/T
	<b>Skills</b> <ul style="list-style-type: none"> <li>• Understanding of the needs of client group and carers.</li> <li>• Ability to work unsupervised and on own initiative.</li> <li>• Good communication skills, verbal and written.</li> <li>• Flexible approach and attitude.</li> <li>• Understanding of confidentiality</li> <li>• Ability to physically support service users, some in wheelchairs in accordance with departmental policies and practices.</li> <li>• Prepared to undertake ongoing internal training and assessment.</li> <li>• Courteous, polite, and approachable at all times.</li> <li>• Commitment to equal opportunities and anti-discriminatory practice.</li> <li>• To be able to physically assist in the personal care needs and/ or the behavioral 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 behavioral needs at MAPA level 3 when necessary.</li> </ul>	A/I/T



If a disabled person meets the criteria indicated by the Disability Confident scheme symbol and provides evidence of this on their application form, they will be guaranteed an interview.

We are proud to display the Disability Confidence Symbol, which is a recognition given by Job centre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention, and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting **Liberata Employee Services Team on 01905 947446**