

**HF Mencap**

**Job Description**

**Job Title: Support Worker with Driving duties**

**Salary:** £10.55 per hour + driving allowance

**Hours:** Full or Part time hours

**Location*:*** Hounslow - Hammersmith and other surrounding areas.

**Job Summary**

HF Mencap are currently looking for a Support Worker with the ability to drive our minibus and/or car for home to activity centre. This is to offer Transport for clients attending our support services. We would consider part time working patterns for the role with a minimum commitment of 3 days per week. Please indicate your interest in this within your application.

**Responsibilities include**

**Driving Duties:**

* Driving a minibus and/or car for home to centre transport (either morning or evening shifts)
* Carrying out daily safety checks on the vehicles and weekly checks, as requested
* Ensuring passengers enter and exit the vehicle safely
* Ensuring passengers are wearing a seatbelt
* Assisting with any specific needs of the passengers such as securing wheelchair users
* Maintaining good customer relations with clients, their family members and or/ carers and contribute to a good atmosphere on the bus
* To work within the policies and procedures set out by HF Mencap, including the Drivers Policy, Handbook and related documents

**Support Worker Duties:**

(Duties will vary depending on the personal needs of the service users)

* Supporting service users to maintain aspects of their daily lives.
* Providing help with personal care, including supporting with specialist hoist equipment where needed
* Providing help with eating, drinking and monitoring overall health
* Facilitating social events or activities through our weekly schedule
* Creating opportunities for service users to develop, establish and maintain personal relationships and social networks.
* Encouraging greater participation and integration in their community
* Liaising with families, friends, advocates, external agencies and the management team to provide a consistent approach that meets the individual needs of each service user
* Monitoring progress of service users and share information where needed
* Supporting people to be as independent as they can be
* Supporting people to understand and make informed choices about their life
* Treating all service users with dignity, respect and facilitate inclusion in all aspects of support

**Suitable Driver candidates must have the following:**

* Be willing to undertake an enhanced DBS (Disclosure & Barring Service) check – paid for by HF Mencap
* 2 or more years driving experience (Essential)
* Must be able to read a number plate at a distance of 20.5 metres (as defined by DSA)
* High driving standards and knowledge of West London roads is preferred but not essential
* Have no more than 6 points on driver's license
* Successful candidates would be required to undergo training in the use of wheelchair accessible vehicles.
* Good interpersonal skills, a commitment to safeguarding our clients and a knowledge of driving health and safety are essential, as is a positive attitude and awareness and understanding of learning disabilities.

**Skills, attributes and experience**

* An understanding of adults with learning disabilities and/or autism and the barriers they face within the community
* Empathetic and inclusive towards our service users
* Good written and verbal communication skills
* Enjoy meeting and interacting with people
* Previous experience of working with people with learning disabilities is essential and training will be provided
* An understanding of the different ways people with learning disabilities communicate would be desirable but is not essential
* Good time keeping
* Professional in communication
* Taking initiatives, being motivated and accountable
* Flexible worker with the ability to cover pre-allocated shifts, anytime Monday to Saturday
* Able to support clients who are wheelchair users
* Able to learn and work within safeguarding guidelines and other policies and procedures
* Team player with good understanding of system dynamics
* Observant and sensitive to service users’ needs
* Able to undertake personal care duties