

**Sheffcare Limited**  
**Job Description – Carer Driver**

Post Title	Carer Driver
Responsible to	Team Leader / Shift Manager
Holiday and Sickness Relief	Care Support Workers and Domestic Assistants

**Purpose of the Job**

To promote and adhere to the workplace values of Sheffcare:

- Kindness
  - Dignity
  - Respect
  - Independence
  - Choices
- To provide quality care to elderly clients in a manner which will maximise their quality of life.
  - To provide transport services to Sheffcare homes. Moving clients and materials safely and efficiently

**SPECIFIC DUTIES AND RESPONSIBILITIES**

1. To be aware of and work within Company policies and procedures (as determined by Sheffcare Board/Chief Executive) ensuring that all applicable legislation is implemented.
2. To provide individual care for elderly people/clients/service users having regard for their intellectual, social, emotional, physical and spiritual needs, taking account of their ethnic and cultural background. To formulate individual care plans in conjunction with Team Leader/Care Support Workers.
3. To provide appropriate care for sick people when necessary, which may involve coping with, e.g. severe illness, death and bereavement.
4. To accompany elderly people/clients/service users, where necessary, to hospital, clinics and general practitioner appointments and associated services, including social activities.

5. To sluice, wash, iron and distribute residents' clothing and bedding as appropriate, undertaking basic sewing/clothes repair as necessary.
6. To tidy and clean residents' bedrooms including the washing of chairs, commodes, wheelchairs and aids as necessary. To undertake domestic tasks for the benefit of residents', for example, maintaining general hygiene within communal areas, e.g. pot washing, vacuuming etc.
7. To undertake all duties/tasks relating to maintaining people's nutritional needs, as per individual care plan.
8. To promote and maintain independence respecting people's privacy and dignity, ensuring confidentiality.
9. To monitor and record security and safety of the premises and the wellbeing of residents, to comply with registration criteria.
10. To understand and comply with fire precaution procedures and health and safety regulations.
11. To participate in all meetings, reviews, staff development/training and supervision within Company policies.
12. To participate flexibly in rotas and routines as required by the Company.
13. To undertake training as required by the Company.
14. To drive light vans/mini buses transporting clients and materials in a safe and efficient way. Ensure all passengers and materials are loaded safely and securely.
15. To conduct routine checks on vehicles tyres, water and oil etc. reporting any faults to Senior Manager. To maintain minimum fuel levels filling vehicle as necessary. Maintain vehicle log sheets.
16. To undertake any other duties applicable to the grade and post.
17. Any other reasonable request made by a member of the management team