

JOB DESCRIPTION - VOLUNTEER DRIVER SUPPORT WORKER

- RESPONSIBLE TO:** Chief Executive Officer.
- SUPERVISED BY:** Counselling & Support Services Manager.
- AIM OF ROLE:** To drive/support service users of Darlington Mind in the company's minibus.

1 General duties and responsibilities

- 1.1 To drive wheelchair accessible minibus in a responsible, legally compliant and competent manner.
- 1.2 To hold, or be willing and able to undertake, a MiDAS training certificate.
- 1.3 To be aware of, and act in accordance with Health & Safety regulations.
- 1.4 To ensure that vehicle safety checks and vehicle safety risk assessment checklist are completed to ensure that the minibus is in a fit state for service users' comfort and safety prior to departure.
- 1.5 To ensure that the minibus is left clean and tidy after use and any debris is removed.
- 1.6 To be responsible for the garaging of the minibus and safe return of keys after use.
- 1.7 To notify the Central Services Manager of any faults regarding the vehicle as soon as they become apparent.
- 1.8 To notify the Central Services Manager of any health and safety issues, regarding individuals and/or the vehicle.
- 1.9 To ensure the minibus has fuel appropriate for journey.
- 1.10 To have an understanding of the needs of individuals with mental health and/or dementia.
- 1.11 To respect service user rights, security and dignity at all times.
- 1.12 To notify Project Leads of any changes or concerns about service users.
- 1.13 To participate in supervision and appraisal as appropriate.
- 1.14 To be conversant with other activities available at Darlington Mind.
- 1.15 To follow and adhere to all policies and procedures (e.g. confidentiality, equal opportunities).
- 1.16 To undertake further training that is identified to aid to personal development.
- 1.17 To undertake any other duties compatible with the aims of this role.

2 Hours

- 2.1 Day/s and time/s to be agreed with the Counselling and Support Services Manager.