



## **Sonali Gardens Day Centre Pool worker (driver/escort/care worker)**

### **About Us**

St. Hilda's East is a local charity which aims to combat the challenges arising from deprivation and social exclusion through the delivery of a wide range of engaging activities which promote wellbeing and social connections. Located in Tower Hamlets, our services include pre-school sensory play, youth programmes, social activities and support for older people, advice, wellbeing activities for people experiencing mental health issues, and volunteering placements.

Founded in 1889 by alumnae of Cheltenham Ladies' College, we now work from two sites – our large, friendly community Centre located in Shoreditch and an Elders Day Centre for the Bangladeshi and other communities in Shadwell.

### **Our Mission**

We seek to equip our service users with the resilience to navigate modern life. We welcome everyone into our spaces, work together to deliver engaging activities, promote social contact and ultimately enrich lives.

### **About the Role**

Sonali Gardens Day Centre is located in Shadwell and provides culturally appropriate, person-centered care and support throughout the week, predominantly for local Bangladeshi older people.

People attending Sonali Gardens Day Centre are supported by a team of bi-lingual Bengali speaking staff, our kitchen prepares fresh halal meals each day, and people can use the purpose-built prayer rooms and other bespoke facilities. At the Day Centre people relax in the day rooms, spend time in the garden and engage in a variety of activities such as seated exercise, arts, news and current affairs, as well as opportunities to spend time in our local community at shops and the city farm for example.

The purpose of this post is to be part of our pool of drivers/care workers who cover for staff absences and add additional capacity to the team at Sonali Gardens Day Centre when needed.

This role is to;

- drive a 17-Seater minibus to transport older people to and from the Day Centre
- accompany people on the minibus; safely supporting them on and off the minibus and into their home or the Day Centre and ensuring their wellbeing during the journey
- provide care and support for older people whilst they are at the Day Centre

## Job Description

**Job Title:** Sonali Gardens Day Centre Pool worker (driver/escort/care worker)

**Reporting To:** Sonali Gardens Day Centre Manager

**Salary:** LLW

**Hours:** Variable as required

**Workplace:** Sonali Gardens Day Centre. 79 Tarling Street E1 0AT

## Key Responsibilities

### Driver/passenger assistant:

1. Transport Sonali Gardens service users safely between their home and Sonali Gardens Day Centre (SGDC) on designated routes, driving in a responsible and competent manner, ensuring the safety of the passengers, other road users, members of the public and yourself at all times.
2. Transport service users safely to and from designated venues for specific activities or trips/visits.
3. Work with SGDC staff to ensure that the minibus is safe, clean and tidy and in good condition including but not restricted to:
  - Daily visual inspection/checking of tyres, lights, oil, water, fuel etc.
  - Removing rubbish at the end of each trip;
  - Reporting any issue or incident without delay to the SGDC Manager
4. Collect the minibus keys from the manager/supervisor in the morning and return the keys to them after dropping off the users.
5. To assist service users in and out of the minibus, and ensure their safety and well-being during the journey (using special equipment when necessary).

### Care worker:

6. Provide support for older people that respects their dignity and privacy.
7. Support service users by assisting them with toileting as required.
8. Assist wheelchair users and those with poor mobility to move around the building following appropriate moving and handling guidance.
9. Support people to engage in activities.
10. Deliver and assist with a wide range of Day Centre activities.
11. Engage and interact with service users, encouraging them in conversation and activities.
12. Make written observations to support individual care plans.
13. Assist people with their meals and refreshments.

### General Responsibilities:

1. Participate positively in support, supervision and training as required.
2. Ensure that all St. Hilda's East policies and procedures are adhered to, particularly those relating to data protection, safeguarding, health and safety, equal opportunities, and the environment.
3. Undertake any other duties that may be required which are commensurate with the role.

## Person Specification:

1. Hold a current, clean and valid driving license with Category D1 to be able to drive a minibus.
2. Capability to maintain accurate records.
3. Competent to undertake basic daily vehicle checks and carry out basic maintenance.
4. Good knowledge of laws, regulations and safety procedures relating to driving on UK roads.
5. Highly organized and good time keeping.
6. Good interpersonal skills with the ability to develop positive working relationships with older people
7. Experience of supporting older people in daily activities and ability to support them with care, respect and dignity.
8. Understanding of and empathy with the needs and aspirations of older people and those living with dementia.
9. Understanding of and respect for confidentiality.
10. Ability to work in a team alongside paid workers and volunteers and to use own initiative as appropriate.
11. Commitment to St Hilda's East's values and mission.
12. An understanding of the differing needs of diverse communities, the benefits of a diverse workforce, and a commitment to implementing good practice around equal opportunities.

## Our Recruitment Policy

St. Hilda's East is committed to ensuring the highest levels of safeguarding and promoting the welfare of vulnerable children and adults in the community. The successful applicant will be required to give a full chronological work history, and all offers of employment are subject to **reference checks** and an **Enhanced DBS check**.

### How to apply

The position is open to candidates with valid work permits in the UK.

If you are interested in applying for this position, please send your CV and a covering letter to the email; **HR@sthildas.org.uk** in English explaining your background, suitability for the role and interest in what we do.

**Recruitment is on rolling basis: The role will be closed when a suitable candidate is hired.**