



WE ARE HIRING!

Our vision is to be the trusted quality care provider within our communities by supporting individuals and families to reach their full potential.

Clarecare is a professional social enterprise organisation providing a range of people centred social services to individuals and families in County Clare for over 50 years. Current services provided include Family Support, Elderly Care Services and Bushypark Addiction Treatment Services. Clarecare's headquarters are based in Ennis with local offices in Shannon, Kilrush, Killaloe and Ennistymon.

Further information is available on www.clarecare.ie and www.bushypark.ie

JOB DESCRIPTION – MINI-BUS DRIVER - ENNISTYMON DAY CENTRE

TITLE: Mini-Bus Driver

ROLE: Working under the guidance of the Day Centre Manager, the Mini-Bus Driver will support the provision of a high quality, effective and efficient person-centred care to clients in receipt of day care.

OBJECTIVE: This is a part-time permanent contract of employment of **3 days per week (Tuesday to Thursday inclusive)** to assist with the delivery of a Day Centre Service at Clarecare's Day Centre facility in Killaloe for up to 20 older persons on a daily basis. Clarecare is committed to assisting members of our community to retain their independence. Using our own minibuses, we provide a door-to-door service with pick up and return to clients' homes or pre-arranged allocated destinations.

The selected candidate will be an essential member of our team, providing care, interacting with/transporting clients (who include the frail, the aged and people with disabilities) to and from the Centre and Club outings.

JOB RELATIONS: The Mini-Bus Driver will report to the Day Centre Manager and work closely with other Day Centre staff members e.g. General Healthcare Assistants/Multi-task Assistants, Volunteers, etc. The Mini-Bus Driver will also be part of the wider Older Persons Services Team in Clarecare.

JOB LOCATION: The position offered is currently based in Clarecare's Ennistymon Day Centre at Dough, Ennistymon, Co. Clare but location may change based on operational requirements.

DAYS/HOURS OF WORK: 3 work days per week (Tuesday to Thursday inclusive). The working week inclusive of breaks will be 18 hours per week on a split day basis of:

- 8.30 a.m. to 11.30 a.m.
(Free period between 11.30 a.m. and return at 2.30 p.m.)
- and 2.30 p.m. to 5.30 p.m. i.e. total of 6 hours per day.

RESPONSIBILITIES OF THE POSITION:

General Responsibilities:

- To report to the Day Centre Manager or designate.
- To adhere to Clarecare policies and procedures in relation to your work with Clarecare.
- Ability to maintain the principles of confidentiality in all areas of work.
- To maintain files in accordance with Clarecare standards in order to ensure that good record keeping practices are in place.



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- To work as part of the wider Clarecare Structure.
- To support the work of staff, volunteers, students and others involved in Clarecare.
- To attend supervision sessions with your Line Manager.
- To maintain professional boundaries in all work with clients, staff, volunteers, external suppliers, etc.
- To perform such other duties appropriate to the office as may be assigned to you by your Line Manager or designate.
- Attend meetings in connection with Day Care Centre.
- Attend and participate in all mandatory and other relevant training as advised by your Line Manager.
- Attend other meetings as necessary.

Specific Responsibilities:

- In conjunction with the Day Centre Manager, be responsible for the planning of appropriate routes for the collection and delivery of clients.
- Ensure all clients are wearing seat belts and that wheel chairs are secured.
- Build up trusting relationships with clients and their carers so that they feel secure and welcome on their way to and from day care service.
- Ensure that observations/assessments of clients made during the journey are reported in a timely manner to the Day Centre Manager or another appropriate person. Any communication from family members in relation to clients to be passed along to Day Centre Manager as soon as possible
- Carry out regular safety checks of the vehicle and equipment (First Aid kit) and ensure all equipment is in good working order. Any findings should be noted and reported to Day Centre Manager for further action.
- Ensure the vehicle is kept clean and tidy (inside and out) at all times.
- As necessary, take Mini-Bus to be washed and claim expenses for same on producing relevant receipt to Day Centre Manager.
- Inform Day Centre Manager of any difficulties with the bus and NOT undertake repairs themselves.
- Keep appropriate daily mileage figures, repairs and servicing records should report and fill in of any Incident Report forms immediately following any incidents so as important information is not forgotten
- Ensure contact with clients is made via the Day Centre Manager and transport staff should not telephone family members unless instructed so by CM so as to avoid any confusion
- Plan their working day ahead of time (e.g. who is driving & who is escorting)
- Refuelling of the vehicle must take place after evening delivery of clients to ensure the vehicle is ready for the next morning.



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- Only use the vehicle at the direction of the Day Centre Manager and for no other purpose other than the business of Clarecare.
- Participate in any mandatory training e.g. patient moving & handling/manual handling, Infection Prevention & Control, Hand Hygiene, Basic First Aid, etc.
- Be willing to undertake and participate in any additional training to enhance the role.
- Respect clients and their families showing dignity, courtesy and professionalism at all times.
- Assist in the provision of a quality service and work in line with Clarecare and locally devised policies and procedures.
- Maintain the confidentiality of all information made available to him / her during the course of his / her work.
- Maintain a strict code of personal and general hygiene in the work place as per work schedules and existing policies and procedures.
- Be familiar with your responsibilities and willing to undertake same, in accordance with the role of Mini-Bus Driver.
- Ensure policy and procedures are correctly followed and adhered to, in accordance with Environmental Health & Health & Safety, Centre protocols, Clarecare's wider policies & procedures, etc.
- Where required, wear relevant personal protective clothing (i.e. gloves, mask, apron/gown etc) as per Clarecare and HSE regulations/Public Health guidelines) on a daily basis.
- Listen effectively and carry out tasks in a timely manner.
- Ability to quickly understand instructions and follow them closely.
- Well-developed communication skills and ability to interact socially with clients and peers/staff/others.
- Excellent customer service skills.
- A great team player.
- Be willing to undertake any other relevant duties as assigned.

REQUIREMENTS/QUALIFICATIONS FOR THE POSITION:

Essential Requirements:

- Must hold a current clean class D/D1 Driving Licence.
- Must hold a current Driver Certificate of Professional Competence (CPC).
- Valid and current Manual Handling/Patient Handling Certification – this can be provided by Clarecare.
- Minimum of 1 years' experience in same/similar employment.
- A keen interest in, and a passion for, caring for the older person.
- Possess a friendly, positive, helpful and caring attitude towards other team members & clients alike.
- Have experience of carrying out general operative duties and bus checks.
- Have good personal presentation.
- Ensure timely/effective service.
- Have a sound knowledge of Ennistymon/Lahinch and surrounding geographical areas.



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- Must be physically fit, able to assist in the boarding and disembarkation of the vehicle.
- Ensure the vehicle is maintained in a clean presentable condition.
- Proven reliability and punctuality with a positive, can do attitude.
- Ability to work with older people in a professional capacity with a keen understanding of their needs.
- Excellent time keeping, communication, organisation and interpersonal skills with the ability to work on own initiative and as part of a team in a fast-paced working environment.
- A positive 'fit to work' medical.
- A positive Garda vetting disclosure.
- Two positive written employment references from your current and most recent employer(s).

Desirable:

- Previous professional experience of working in a care setting.
- Current First Aid training.
- A knowledge of the work & ethos of Clarecare.

SALARY/GRADE:

- Please contact HR on 086 – 4161520.

NOTE: The above list of duties is not exclusive or exhaustive. Unforeseen policy changes or emerging needs may create new and different demands on the position. The post holder will be required to undertake such tasks as may reasonably be expected within the scope of the role.