



## THE VALE OF GLAMORGAN COUNCIL

### JOB DESCRIPTION

<b>DESIGNATION/POST TITLE</b>	:	Relief Day Service Support Worker/Driver
<b>POST NUMBER</b>	:	RDSSWD
<b>DEPARTMENT/DIRECTORATE</b>	:	Social Services
<b>DIVISION/SECTION</b>	:	Community Care & Health
<b>LOCATION</b>	:	Adult Day Services
<b>POST GRADE</b>	:	Grade D
<b>RESPONSIBLE TO</b>	:	Centre Manager
<b>RESPONSIBLE FOR</b>	:	
<b>LIAISON</b>	:	
<b>MAJOR PURPOSE OF POST</b>	:	
		<ul style="list-style-type: none"><li>• To contribute to the provision of a high quality Day Service for physically disabled adults/adults with learning disabilities.</li><li>• To ensure that the service promotes independence, empowerment and personal development and reflects the principles of Disability Equality.</li><li>• To work in accordance with Departmental plans, strategies, policies and procedures; the Code of Practice for Day Service Staff; the Service Specification and Service Objectives.</li><li>• To assist in carrying out day service plans made by Day Service Officers for the day service element of the care planning process.</li></ul>

### MAIN DUTIES AND RESPONSIBILITIES

*The job description refers to the principal duties and responsibilities of the Post. It does not necessarily list in detail all the tasks required to carry out these duties and responsibilities.*

1. To ensure that the individual needs and objectives of assessed Day Service users are met, within available resources.
2. To support service users to enable participation in activities both within the Day Centre and based in the Community.
3. To undertake driving duties including transporting service users (including wheelchair users) to and from the service base, ensuring passenger care, safety and comfort.
4. In consultation with the keyworker, to liaise with other services, agencies and carers when this is needed by the service user.
5. To attend to the personal care needs of service users, when necessary, in a respectful manner.
6. To carry out duties agreed with the Day Service Officers using resources available at the service base and in the community.
7. To be familiar with and adhere to relevant policies and procedures, including Health and Safety and Fire Precautions.
8. To maintain appropriate records and to help compile reports.
9. To work in co-operation with other members of the team and relevant practitioners in both the voluntary and statutory sector.
10. To participate in staff team meetings and staff development programmes.
11. To undertake any other relevant duties that may be requested from time to time by the Day Service Officers as directed by the Centre Manager.
12. To implement the principles of the Council's Equal Opportunities Policy while carrying out the above duties.

Such other duties and responsibilities commensurate with the grade and in accordance with the general character of the job as may reasonably be required by the Chief Officer from time to time.

**SIGNED:**  
**(Director/Chief Officer)**

**DATED:**

**SIGNED:**  
  
(Postholder)

**DATED:**