



Care Assistant/Driver

Salary: Band 4 - £25,201 - £26,473 p.a. (£20,433 - £21,464 pro rata for 30 hours)

30 hours per week Monday, Wednesday, Thursday & Friday 08:00 - 16:00

Portsmouth City Council is committed to safeguarding and promoting the welfare of 'adults at risk' and expects all staff and volunteers to share this commitment.

DBS Disclosure at Enhanced level will be required prior to any offer of employment and this post is exempt from the Rehabilitation of Offenders Act 1974.

The Service:

What is the purpose of Adult Social care from a service user perspective? Help me, when I need it, to live the life I want to live

Royal Albert Centre is a day centre offering innovative day care for older people with dementia and high dependency needs. It is an exciting place to be for service users and staff and has the facilities to promote healthy living and wellbeing to enable older people to maintain independent living.

What is the role?

Using a person-centred approach, you will look after the physical, emotional, culture and social needs of service users, which will involve personal care, assisting service users with their meals and drinks and all aspects of daily living. Part of your role will involve activity planning and provision, thus promoting individual mental health and wellbeing.

You will be key worker to specific individuals taking responsibility to record and communicate to the assistant managers to ensure all care plans are updated and current.

This role will also include driving and escorting service users to and from the unit and out on planned trips.

You will be looking after the needs of a diverse group of service users with a wide range of care needs and this will include some moving and handling and personal care duties.

You will be expected to work as part of a team or on your own, liaise with multi-disciplinary professionals in respect of the needs of service users.

Who is the person?

You need to have/be:

1. Patience and an understanding of the importance of individuals dignity, privacy and choice when meeting the needs of older people who have a diagnosis of dementia / cognitive impairment.

2. Ideally basic knowledge of IT systems or be prepared to learn so as to enable you to update records access payslips and use e-learning.
3. Flexible and adaptable to be able to take part in escort duties to meet and respond to the operational needs of the service.
4. Good written skills and the ability to monitor, recognise and to accurately record service user's information and needs for use in multi-agency reviews.
5. Understanding of the cultural and communication needs of people from a diverse range of backgrounds.
6. Able to work as part of a team.
7. Good communication and be able to interact well with service users, the team, and other professionals.
8. Able to deal with emergencies in a calm manner.
9. An understanding of service user confidentiality and Data Protection and being able to follow policy and procedure such as medication administration, health and safety and strategies for working with people with challenging behaviour.
10. A full driving licence. D1 category desirable but not essential, and the ability to pass the MIDAS minibus test is essential to enable you to undertake the role (to be eligible for the MiDAS you must be 21 years of age or older).
11. The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post.
12. The ability and skills to be trained and competent in the administration of medication
13. Have experience in a caring role as a formal paid or unpaid carer.
14. You will be required to take part in training (on and off site) to meet the core training requirements and to gain level 2/3 health and social care certificate.

How to apply:

Remember to demonstrate why you are suitable against each of the points described in the 'Who is the Person' points on the Job Profile using examples from your experience or transferable skills. This might be through qualifications or descriptive examples from your work / personal experience, which clearly illustrates what you did and the effect it had.

General Data Protection Regulation (GDPR)

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.



This role is eligible for a DBS check and the DBS have published a privacy notice to ensure individuals are fully informed of the use of their personal data; their rights and that Portsmouth City Council are meeting the necessary requirements when submitting DBS checks. It is important that you read and understand this privacy policy before any application is submitted to the DBS.

Visit the Gov website to read the full notice.

Please include the below statement in your application. It is important you know your rights.

I have read the Standards/Enhanced Check Privacy Policy for applicants and I understand how the DBS will process my personal data and the options available to me when submitting an application.

Signed.....Dated.....

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.