**Job Summary**

At Headway Suffolk we provide support and rehabilitation to those affected by an acquired brain injury or neurological condition.

We have a full time vacancy for a Driver Lead / Support Worker to join us at our neuro Hub in Ipswich. As supervisor for a small team you will be responsible for organising transportation for our clients within the local area and ensuring safe working practices are adopted at all times. The role will be very varied, incorporating an element of support work with clients, so the successful applicant will be adaptable in their approach and willing to get involved in a range of duties.

**Responsibilities and Duties**

The key responsibility of this role will be to lead the team responsible for transportation of our clients attending our neuro hubs and accessing local facilities and activities. The post holder will:

\* assist and enable attendees with their rehabilitation post injury

\* work with other staff to help with the rehabilitation of clients

\* collect clients from home and bring to the centre and take them home again at the end of the day

\* take clients to outside activities

\* look after clients whilst on any journey

\* clamp wheelchairs onto the minibus

\* carry out basic vehicle checks e.g. tyre pressure, oil checks according to Department of Transport Regulations and to document that these have been carried out

\* supervise drivers and organise driver meetings as required

\* ensure all vehicles are taxed, MOT tested and serviced

\* plan routes and rotas

\* follow Headway’s driving policy, procedure and risk assessments

\* ensure vehicles are filled with fuel and fluids and kept tidy inside and out

\* help with basic admin, (e.g. shredding, envelope filling) DIY, or cleaning in the centre

\* be aware of Health and Safety issues and ensure correct procedures are followed

\* maintain awareness of the policies and procedures affecting the organisation and its operation

\* maintain complete confidentiality at all times.

**Qualifications and Skills**

A full clean driving licence including category D1 for minibuses will be essential to this role. The ideal candidate will also hold the following, although training can be provided for the right candidate:

* First aid
* manual handling
* abuse awareness
* MIDAS (minibus training)
* Organisation & planning skills
* The ability to develop strong working relationships and communicate effectively with a people at all levels
* A strong awareness of safe working practices and the ability to influence the team accordingly
* Advanced driving licence (desirable)
* A formal qualification or previous experience in Health and Social care is advantageous
* Knowledge of brain injury
* Experience of working with people with a disability
* Able to demonstrate good people skills
* Able to follow a risk assessment

Hours will predominantly be worked between Monday and Friday.

If this role interests you and you think you match the skills and qualities that we're looking for then please submit your CV for consideration.