



9 Lawton Road, Dundee, DD3 6SZ
support@ddcaok.com
www.ddcaok.com
01382 826888

Job Vacancy!

Are you patient, calm, kind, caring, empathetic, hard-working and good-humoured with good common sense?

Do you have a flexible approach? Are you a good "people person"? Do you *really* work well in a team? (Be honest...)

DDCA (www.ddcaok.com) is looking for a part-time (12 hours per week) family support worker/minibus driver to join our team.

The hours are Monday, Tuesday & Thursday from 4.30pm – 8.30pm @ £10.90 per hour.

Call Elliot on 826888 or email manager@ddcaok.com for more information.

Closing date: ongoing until vacancy is filled



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Post: Minibus driver/Family support worker

12 hours per week on Monday, Tuesday and Thursday Evenings (4.30 pm to 8.30 pm) @ £10.90 per hour.
Work as part of a team to transport and support families attending our evening family groups.
Responsible to DDCA's assistant manager and/or manager.

Tasks and Job Description:

- ✓ To drive DDCA's minibus to provide transport for families and/or carers attending our three evening groups.
- ✓ Since young people will be attending DDCA with their carers, we do not need a passenger assistant on our minibus. You will be responsible for securing any young person travelling in their wheelchair onto our minibus using our four-point securing and seatbelt system.
- ✓ Provide support and advice to parents and carers with children with physical and/or learning and/or intellectual disabilities.
- ✓ To build professional and trusting relationships with the parents and young people attending our groups to help alleviate or break any social isolation.
- ✓ To build up a knowledge and understanding of local resources, community, and statutory services that might benefit families we support.
- ✓ Understand the roles and responsibilities of statutory and voluntary services and be experienced in liaising with them.
- ✓ To help plan creative and innovative responses to families' needs.
- ✓ Provide positive, good natured support and guidance for volunteer play & youth workers.
- ✓ Read and follow DDCA's policies and procedures.
- ✓ Complete any training and attend any courses deemed necessary by DDCA.
- ✓ Always act in a professional and polite manner.
- ✓ The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Other information:

- ✓ DDCA staff holidays are set each year (we close for two weeks in summer, autumn, Christmas and Easter). We ask that you respect the generous holidays, and keep requests for time off outside these dates for exceptional circumstances only. Any requests for time off outside set holidays will be considered by DDCA's management and if granted will of course be unpaid.
- ✓ The post holder, like all DDCA staff and volunteers, will have a responsibility for promoting and safeguarding the welfare of children and young people at DDCA. The post holder will adhere to and always ensure compliance with DDCA's child protection and adults at risk policy. If while carrying out their duties the post holder becomes aware of any actual or potential risks to the safety or welfare of children/young people/adults at risk then the post holder must report any concerns to DDCA's manager and/or assistant manager immediately.



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Application Form

Post: Family support worker

Hours: Monday, Tuesday & Thursday evening 4.30pm – 8.30pm = 12 hours per week @
 £10.90 per hour.

PERSONAL DETAILS

| | |
|--|--|
| Your preferred pro-noun (for example, "She/Her; He/Him; They/Them"): | |
| Your full name..... | Your date of birth..... |
| Your Address..... | Home Phone..... Mobile Phone..... email..... |

EMPLOYMENT HISTORY (Please continue on a separate sheet if necessary)

| Dates From: to: | Employer's name and address | Position and duties | Reason for leaving |
|--------------------|--------------------------------|---------------------|--------------------|
| | | | |

CRIMINAL RECORD

DDCA will carry out a "Protecting Vulnerable Groups Check" prior to employment commencing. Further details will be given if you are successful.

Please advise us of any unspent court judgements or criminal convictions made against you. Please complete the enclosed "Conviction declaration form".

Do you have any qualifications that you feel are relevant to this post?

Are you registered with the "SSSC" or any other regulatory body? If so, what is your registration number?

SUPPORTING STATEMENT

Please tell us why you think this post is for you and how you meet the job description and person specification (both enclosed). Continue over the page and/or on another sheet.

REFERENCES

| | |
|---|---------------|
| Please give the names and addresses of two people who will provide a reference (which we will request), one of whom should preferably be your present or most recent employer. | |
| Name | Address |
| Position | Telephone No. |
| Email: | |
| Name | Address |
| Position | Telephone No. |
| Email: | |

By signing, I confirm that the information I have given in this application form is correct and complete. I understand that failure to disclose any relevant information or the provision of false information will nullify any subsequent contract of employment.

Some of the data on this form may be held on computer or in a form which makes it subject to the Data Protection Act. By completing this form you give your consent to the above data being held and processed by/on behalf of Dundee Disabled Children’s Association for staff administration purposes. Please see our website (www.ddcaok.com) for our full GDPR policy.

Signature_____

Date_____

Please return this form to: Dundee Disabled Children’s Association, 9 Lawton Road, Dundee, DD36SZ



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The following outlines our "person specification":

Essential:

- ✓ A clean driving licence with category D1.
- ✓ Experience of driving larger vehicles.
- ✓ Experience of using a "four-point securing and seatbelt system" to secure young people traveling in wheelchairs on our minibus.
- ✓ A proven track record of working in a team in a collaborative, positive, good natured, supportive, understanding and accepting way.
- ✓ The ability to reflect on your own practice; act on training advice and accept and act on constructive feedback with positivity.
- ✓ Have mutual respect for everyone we work with, work for and support through our services.
- ✓ Friendly, good humoured, patient, trustworthy, caring, and empathetic disposition.
- ✓ Flexible working approach.
- ✓ Experience of supporting families with children with learning and/or physical disabilities.
- ✓ An understanding of the importance and value of volunteers.
- ✓ Experience of supporting people with both learning and physical disabilities.
- ✓ Knowledge of the roles and responsibilities of statutory and voluntary services and experiences of liaising with them.
- ✓ Excellent interpersonal and communication skills
- ✓ Be punctual and professional.
- ✓ A commitment to equal opportunities and an understanding of the impact of deprivation and discrimination on communities, families and individuals.
- ✓ Respect for our families' individuality and culture.
- ✓ A commitment to the wellbeing and welfare of vulnerable children, young people and adults at risk.
- ✓ Willingness to undertake any necessary training.
- ✓ To be able to evidence DDCA's values in your work and approach at all times, including
 - a) Being people focused; b) Reflecting a 'can do' approach; c) Striving for excellence in everything we do; d) Having mutual respect for everyone we work with, work for and support.
- ✓ Understand and comply with all health and safety, equal opportunities, child protection and other policies in the performance of your duties.

Desirable:

- ✓ MiDAS minibus competence qualification.
- ✓ A working knowledge of the benefits system, and other support and funding opportunities for families with children with learning and/or physical disabilities.
- ✓ Experience of supporting children and young people who can sometimes display behaviour that could be described as challenging.
- ✓ Experience using "Makaton" signing.