

Role Description:

Mental Health Transport Assistant

Purpose:

Facilitate the safe transportation of service users detained under the Mental Health Act, maintaining a safe, caring, professional and efficient level of service at all times.

Reporting:

To the Team Leader

Roles & Responsibilities:

- To provide a professional and caring service for all patients whilst in the care of Secure Care UK, ensuring that at all times patient safety remains paramount and that safe systems of work are adhered to.
- To support and transport vulnerable service users as part of a team.
- To be able to attend the office within one hour during on-call shifts
- Ensure that health and safety guidelines are followed according to current policies and procedures
- To ensure that appropriate Lifting and Handling techniques are applied as per training when moving patients under non-emergency conditions, using appropriate equipment or additional supports where necessary.
- In the event of an incident you may be required to administer first aid commensurate to your training, and / or provide social care in non-emergency situations
- To ensure that the uniform is worn in accordance with the organisations work wear policy and must wear their ID badge at all times whilst on duty.
- To ensure that statutory regulations and organisational policies and procedures are implemented and adhered to at all times. This will include but not limited to Data Protection, and accurate reporting of facts concerning accidents or incidents to control and hospital personnel in accordance with Secure Care UK Guidelines and the Company Incident Policy
- To take part in staff development programmes, regular supervisions and annual performance development reviews and/or undertake further training if and when required
- To work to the values of the organisation and display high standards of integrity and professionalism towards clients and colleagues, and to act at all times in a manner consistent with legislation, policy and procedures in respect of Equality and Diversity
- To continuously develop and update own knowledge and skills within the job role and contribute to setting own work objectives, and to ensure up to date with company policies, procedures and staff handbook.
- To undertake any other duties relevant to the post as may be assigned from time to time which are consistent with the post.

Key Requirements:

- Valid Manual Driving License for the UK
- Maintain Enhanced DBS
- Excellent communication skills
- Ability to remain calm under pressure
- Able to work as part of a team
- Excellent attention to detail

We are committed to the safer recruitment process; safeguarding and promoting the welfare of children, young people and adults at risk. Due to the nature of our business, any successful applicants will be required to complete Disclosure & Barring Service checks (DBS), and provide 5 years of work history, including two references.

Reviewed October 2020 by HR