**Community Car Driver (Full / Part-time)**

**NEWKD – Full-time position \* 1, or Part-time positions \* 2**

**Location – Tralee / North Kerry**

NEWKD is seeking applications for full-time and / or part-time Community Car Drivers to support the delivery of a key service for the Ukrainian refugee community living in the Tralee / North Kerry area.

The Community Car initiative is aimed at supporting Ukrainian refugees who have been offered temporary accommodation in rural locations of Tralee / North Kerry under the “Offer a Home” appeal, but can include the wider Ukrainian community. This initiative will offer a dedicated transport service for these individuals and will aim to transport them from their rural location to nearby towns / villages from where local services or local / national transport links can be accessed.

**Role / Key Responsibilities:** Reporting to the Social Inclusion Manager or designated Development Worker, the Community Car Driver(s) duties will include:

* Transporting individuals/families from their home to their destination
* Working closely with Dispatcher / Administrator to ensure efficient service delivery
* Keeping detailed records of trips undertaken in respect of mileage, fuel usage, etc.
* Displaying respect, courtesy and a caring / considerate approach to service users
* Ensuring confidentiality in respect of service users and nature of trips undertaken
* Assisting all service users safely on to and off of the vehicle, including assisting with the loading / unloading of luggage (within a reasonable distance / weight) – Manual Handling training will be provided by NEWKD in this respect.
* Observing the rules of the road and any other statutory requirements relating to vehicles owned or leased by NEWKD
* Driving with due consideration for the safety and comfort of all service users including ensuring that all regulations (seat belt wearing, etc.) are adhered to
* If relevant to the vehicle, ensuring that wheelchair lifts, winches and belts are maintained in a proper condition and to promptly report any defect in this equipment to the Line Manager
* Maintaining the cleanliness of the vehicle on a daily basis, both internally and externally
* Carrying out daily vehicle maintenance checks and reporting on same to the Line Manager
* Ensuring all safety measures such as fire equipment and first aid boxes are fully operational and available on each vehicle and first kits are replenished, if applicable
* Partaking in all related training programs organised or deemed necessary by NEWKD
* Ensuring that their driving licence is valid and is renewed (if required) and providing evidence of such to NEWKD
* Reporting immediately thereafter any incident/accident involving the vehicle(s) or passengers to NEWKD
* Assisting in the promotion of the Community Car Initiative to potential service users and the general public

**Essential Criteria**

* Full, clean driving licence (Category B) (Manual Car License)

**Non-Essential Desirable Skills, Abilities and Experience**

* Fluent or good conversational skills in Ukrainian / Russian and English
* Previous experience in public transport and / or taxi services
* Good geographical knowledge of Co. Kerry
* Excellent customer service skills
* Basic computer skills

This job description is intended to outline key duties and responsibilities for this position; it is not intended to be an exhaustive list of all duties, responsibilities and activities. A flexible approach to tasks which arise that are not specifically detailed in this job description will be required.

**Terms of Employment**

Either one full-time (i.e. 34 hours per week) or two part-time positions (working 17 hours per week) are available. The availability of positions will be determined by demand for the service and will be at the sole discretion of NEWKD.

Due to the nature of the work, the position will require working unsocial hours (i.e. evenings and weekends). This position is subject to Garda Vetting in line with NEWKD policy.

This is a specified purpose contract for a fixed term of 12 months subject to continued provision of the service and funding availability. The salary for this post is Development Worker Scale (point 1 €32,182 p.a. to point 3 €36,335 p.a., pro rata as appropriate).

Annual leave entitlement is twenty-three (23 days) days per annum (pro rata for part-time positions). Entitlement to leave for Public Holidays is in accordance with the terms of the Organisation of Working Time Act 1997.

**TO APPLY**

Candidates should send a completed CV and covering letter only to [jobapplication@newkd.ie](mailto:jobapplication@newkd.ie). Applications should be submitted by email only. Email should be marked “CCD-Tra”.

The closing date will be Sunday 18th June 2023 Late applications will not be considered. NEWKD is an equal opportunities employer and should anyone need support or reasonable accommodations please let us know.