

## **JOB DESCRIPTION (AC/AMcG)**

Job Description:	Support Worker working with Acquired Brain Injury
Responsible To:	Case Manager Anne McGeever, on behalf of the client
Supported by:	Anne McGeever (Case Manager), on behalf of the client
	Tel: Main Office 01608 682 522
Job Summary:	To work with young lady with acquired brain injury in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living and assistance with engagement in leisure and recreational activities.
Requirements	<p>Ability to work using IT for email and support worker documentation.</p> <p>Experience working with acquired brain injury clients</p> <p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive on motorways as required. It is a requirement that you are able to drive and hold a valid licence at all times.</p> <p>Holidays will be by arrangement.</p> <p>Have empathy and understanding of an individual with a brain injury</p> <p>Enjoy an active and healthy lifestyle and be able to support and facilitate client engage with their chosen hobbies and interests.</p> <p>Be responsible, have good communication skills, have a sense of humour.</p> <p>Be flexible to meet clients needs and be prepared to work on occasional weekends or evenings.</p> <p>Be able to assist client with managing personal and domestic activities of daily living as required, techniques will be taught on appointment.</p> <p>Be able to support the client prepare simple snacks and drinks and to manage their wardrobe.</p>

Report any hazards or health and safety concerns as soon as possible.

Check any equipment is in safe working order as per risk assessment requirements.

Be responsible and be able to take client on shopping, outings and other activities into the community as requested

**Key Goals:**

- (1) To work with and motivate the client and help in developing, providing, and following plans and structure for their week.
- (2) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist such as accompanying client to the gym. Refer to physio programme and goals when available.
- (3) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability. Using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals when available.
- (4) To work with a clinical psychologist implementing taught strategies to increase functioning and manage cognitive difficulties. Refer to clinical psychologist's goals and strategies for management when available.
- (5) To work on a speech and language therapists (SALT) programme to encourage confidence with communication in social situations and to encourage visits to the local library to choose quick read books which can be discussed afterwards. Refer to SALT programme and goals.
- (6) To work with a learning mentor to support client in her potential return to education.
- (7) To support client join and engage in social activities with friends and family, and engage in leisure activities and pursuits of their interest and as guided by the therapy programmes.
- (8) To work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort client to therapy sessions and for outings, and to drive her on outings (providing you have been accepted under the motor insurance.)

- (9) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (10) Enable client to make choices and decisions whenever possible.
- (11) Read and keep updated with all CCMS policies and procedures

Petty Cash: Be responsible for any “petty cash” which maybe made available to you and keep a record of expenditure with receipts for the case manager.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected on order to be sent to payroll before the last Friday in the month. You will be paid by cheque/BACS for the 1<sup>st</sup> of each month or as soon as can be arranged thereafter.

Contract: There will be a three-month probationary period with a formal appraisal three months thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: All carers must attend meetings with the case manager and therapists and these meetings will be held not more frequently than monthly. However it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangements to attend. You will receive payment for attending meetings or trainings sessions if not on duty at the time.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the support workers and written records to be kept. It is important to maintain a realistic outlook on Client’s abilities.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Support Worker Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed .....

Date .....

## Person Specification: Rehabilitation Brain injury Support Worker

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Ability to work autonomously</li> <li>• Experience of working within the community and in client's homes</li> <li>• Ability to maintain professional boundaries</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in brain injury, disability</li> <li>• Experience in rehabilitation</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• NC/VQ Level 3 or above Care certificate or other relevant qualification</li> <li>• Good literacy and numeracy skills</li> <li>• Flexibility to clients' needs</li> <li>• Working with people</li> <li>• Patience and tolerance</li> <li>• Good communication skills</li> <li>• Willingness to learn</li> <li>• Practical interest in photography and media</li> <li>• Computer literate</li> <li>• Excellent time management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Brain injury</li> <li>• Awareness of Health &amp; Safety</li> <li>• Awareness of Risk Management</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Good organisational and time management skills</li> <li>• Commitment to working with clients with complex needs, to work on their behalf and in their best interest</li> <li>• Commitment to the principles of rehabilitation and progress</li> <li>• Self-motivated, assist with client goals and ensure they are met</li> <li>• Ability to inspire and motivate others</li> <li>• Good sense of humour</li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>• Car driver</li> <li>• Prepared to work flexible hours as required</li> </ul>	