

## **JOB DESCRIPTION (AD/BS)**

Job Description:	Support Worker
Responsible To:	Lead Case Manager Becky Strange Tel: Main Office 01608 682522
Job Summary:	To work with AD in a rehabilitation and support role, enabling him to lead as fulfilling a life as possible, maximising his physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. (Refer to risk assessment document).
Requirements	Ability to work using IT for e mail and support worker documentation.  Genuine caring profile with ability to learn and implement prescribed therapy and care following training and assessment in regard to competence and confidence.  Must hold a full driving licence and happy to drive on motorways as required.

Treating therapists have been appointed and initial assessments carried out:

### **Key Goals:**

- (1) Generally to work on an active programme of support to include a range of activities.
- (2) To escort AD for outings and appointments, and to drive him/her on outings (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times. Holidays will be by arrangement.
- (3) Respect the need for confidentiality when AD or his family speak/communicate on matters of a private and personal nature.
- (4) Enable AD to make choices and decisions whenever possible.

(5) Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) Help to keep AD's rooms clean and tidy.
- ii) AD's washing and ironing to be kept up together. AD to be always well presented and cleanly dressed.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take AD shopping, outings etc.
- vii) Keep AD clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.

**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 in 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 training 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 AD's abilities.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by.

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 .....