

JOB DESCRIPTION (AR/RK)

Job Description:	Support Worker
Responsible To:	Rob Kuschel, Assistant Case Manager
Supported by:	Rob Kuschel
	Tel: Main Office 01608 682 522 Mobile 07377 360 480
Job Summary:	To work with AR in a rehabilitation and carer/support role, enabling the client to lead as fulfilling a life as possible. To maximise AR's 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 email and support worker documentation. Genuine caring profile. The ability to provide a flexible and adaptable approach to supporting AR An ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Key Goals:

- To provide care visits at a time agreed by AR in order to enable AR to complete personal activities of daily living.
- To support AR in taking holidays alone and with his wife/family.
- To work on a physiotherapy programme under the supervision and guidance of a specialist physiotherapist.
- To work on a programme of seating and posture management under the guidance of a specialist occupational to increase both physical and psychological functional ability. To assist AR in using appropriate aids and

equipment as taught as a part of daily routines having been assessed as being confident and competent.

- To work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- To support AR to attend therapy sessions and outings in the community.
- Respect the need for confidentiality when AR or their family speak/communicate on matters of a private and personal nature.
- Enable AR to make choices and decisions whenever possible.
- Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- To support A.R. in personal care and daily activities as per AR's support plan.
- Support AR in the uptake of new occupations and activities and support building structure in to a typical week.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.
- Support AR with food shopping, outings etc.
- To support in the preparation of meals or domestic activities ensuring the client gradually becomes as independent as possible.
- To enable the client to access the local community and engage in appropriate activities in line with the overall support programme and risk assessment.
- To promote the AR's well-being and happiness.
- To support the client to attend local leisure activities.
- To provide assistance with all aspects of the AR's ongoing rehabilitation under the supervision of treating health professionals and therapists.
- To maintain a safe environment for AR in the home and in all community based activities (subject to training in risk assessment).
- To follow the Support Programme agreed with the Case Manager and the client.
- To advise the Case Manager of any concerns regarding the client's physical and psychological health.

- To use initiative when unforeseen events occur and the family / Case Manager are not directly available to provide guidance.
- To work as a member of a small team to ensure good communication, flexibility, and a consistent approach to care.
- To attend multidisciplinary meetings and training sessions as requested.
- To make a daily report following each duty regarding the AR's welfare.
- To liaise with the Case Manager in alerting any sickness that will prevent them working, in order that a replacement can be organised.
- To liaise with the Case Manager about general progress and regarding all incidents that are either unusual or which give raise for concern.
- To respect the privacy of the client. All matters relating to AR's situation and family are to be treated as confidential and are not to be disclosed to a third party.

Petty Cash: Be responsible for any "petty cash" which may be 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 1st 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 AR'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