

Job Description (AS/CK)

- Job Description:** Support Worker.
- Reporting to:** Parents, who are supported by Catrin King, Case Manager
- Job Summary:** To work alongside AS in a facilitative role, enabling his integration into the local community, supporting his day-to-day needs and resourcing suitable local activities and facilities for social and educational needs as required. Applicants should be kind and caring, and be willing to work collaboratively. This is a great opportunity to enhance the life of this young client and his family.

Key Working Relationships

- A. Develop a positive rapport with AS and maintain a constructive and objective relationship with him.
- B. Become acquainted with AS's extended family, appreciating their roles in AS's support network.
- C. Communicate with case manager as to any matters of concern.
- D. Liaise with other carers and relevant professionals and/or organisations when necessary.

Key Tasks

- 1. To follow care and rehabilitation approaches, being aware of AS's mental / cognitive and physical limitations and promoting AS's well-being, comfort, and safety at all times.
- 2. To work with AS in providing and following plans and structure for the week.
- 3. To enable AS to maintain and develop his social life and leisure activities including his established circle of friends, and making new ones.

4. To support AS in the maintenance of his role in the family.
5. To communicate with family members and relevant professionals as necessary.
6. To communicate with, and support, other support workers in the team, taking responsibility for the completion of the administration and paperwork necessary in this post during your work periods.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussions and problems caused by AS's difficulties.
- 1.2 Allow AS a freedom of choice within a safe parameter; guide AS in such a way as to enable him to make his own decisions in relation to his cognitive physical functional ability.
- 1.3 Maintain a positive yet realistic approach to AS offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with AS and establish a routine in daily life with AS using these.

* * * *

- 2.1 Assist AS to plan activities and routines using aids and equipment.

* * * *

- 3.1 Be prepared to drive/escort AS to activities as needed.
- 3.2 Encourage AS to participate in activities and take part yourself when appropriate.
- 3.3 Investigate local resources and establish communication networks and to find appropriate activities to undertake with AS.

* * * *

- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning AS and his family. Provide tactful unobtrusive supervision.
- 4.2 Endeavour to maintain a professional and cordial relationship with AS's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 4.3 Communicate with professionals and organisations on AS's behalf if he feels unable to do so; however, encourage AS's independence in this sphere.
- 4.4 When unsure of appropriate action to take, contact the team leader and if not available, the case manager, for advice.

* * * *

- 5.1 Communicate with and support other carers in the team through handovers, team meetings, use of the diary and templates etc.
- 5.2 Maintain a diary of appointments etc.
- 5.3 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends etc.
- 5.4 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

* * * *

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
(Support worker)

Date.....