

## **Complex Care Support Worker Job Description (BS/DJ)**

Job Description: Support Worker

Responsible to: Eric Morris (Deputy to Court of Protection)  
Denise Jones (Case Manager)  
Mrs Summers (Wife)

Supported by: Case Manager (Denise Jones)

Tel Main Office: 01608 682522

Case Manager Mobile: 07500930665

Fax Main Office: 01608 682372

Job Summary: To work with BS in a nursing care 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 managing care with activities of daily living.

### **Key Goals:**

- (1) To work on a physiotherapy programme under the Supervision and guidance of a chartered physiotherapist.
- (2) To work on speech/communication under the supervision of a speech therapist. To follow any instructions regarding BS's ability combined with the therapeutic needs of positioning and postural management.  
Note this may require specific instructions.  
Give opportunity for communication.
- (3) To work on a programme of support to include a range of activities.
- (4) To ensure escorts for BS to day service and for outings. To drive him 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.

- (5) Respect the need for confidentiality when his family speak/communicate on matters of a private and personal nature.

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

Pay Monthly: Hours to be confirmed by case manager or assistant case manager and collected, in order to be faxed to (Wages Clerk) the Friday before the last Friday in the month. You will be paid by cheque/BACS on last Friday of each month or as soon as can be arranged thereafter.

Contract: There will be a three-month probationary period and to be reviewed three months later.

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 these meetings will be held not more frequently than monthly. To attend meetings as required with professionals.

### Key Working Relationships

- A. Develop a rapport with BS and his family and maintain a constructive and objective relationship with them.
- B. Become acquainted with BS’s extended family, appreciating their roles.
- C. Communicate with the Case Manager as to any matters of concern.
- E. Liaise with other carers and relevant professionals and/or organisations when necessary.

Key Tasks

1. To instigate and provide all personal care as per care plan and promoting BS's well-being, comfort and safety at all times.
2. To enable BS as far as it is practicably possible to develop a form of social life and leisure activities.
3. To communicate with family members and relevant professionals as necessary.
4. To complete all documentation required and ensure accurate record keeping
5. To attend induction, care certificate and all training
6. To attend monthly team meetings
7. To keep BS's room and bathroom clean and tidy and to manage his laundry.
8. To liaise with all health care professionals
9. Support workers to work in hospital during any admissions.

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 .....