

JOB DESCRIPTION (CG/RD)

Job Description: Support Worker
Responsible To: Case Manager Rachel Dodwell
Supported by:

Tel: Main Office 01608 682 522

Job Summary: To work with CG 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. (Refer to risk assessment document).

This will include before school, after school, weekends, school holidays and nights.

Requirements Ability to work using IT for email and support worker documentation.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Good communication skills and ability to form relationships with a range of family members and professionals involved.

Treating therapists have been or will be appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physical therapy programme under the Supervision and guidance of a physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and 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.

- (3) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Give opportunity for communication. Refer to SLT programme and goals.
- (4) To work with a clinical psychologist implementing taught strategies to increase functioning and manage any difficult behaviours. Refer to clinical psychologist's goals and strategies for management.
- (5) Generally 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 CG to school, developmental play, therapy sessions and outings, and to transport him on outings. Holidays will be by arrangement.
- (7) Respect the need for confidentiality when CG or their family speak/communicate on matters of a private and personal nature.
- (8) Enable CG to make choices and decisions whenever possible.
- (9) Read and keep updated with all CCMS policies and procedures

Activities of Daily Living:

- i) Help to keep CG's room clean and tidy.
- ii) Undertake CG's washing and ironing
- iii) CG to be always well presented and cleanly dressed.
- iv) Report any breakages as soon as possible.
- v) Report any hazards or health and safety concerns as soon as possible.
- vi) Check all equipment is in safe working order as per risk assessment requirements.
- vii) Take CG to school, after-school clubs and outings etc.
- viii) Keep CG clean and bathed

- ix) Assist with feeding using techniques, which will be taught to you. Special attention to mouth care.
- x) Assist with toileting regime and ensure CG's hygiene is maintained at all times
- xi) Prepare CG any meals, drinks and snacks as requested by his mother
- xii) Administer any medication required

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 CG'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