

JOB DESCRIPTION (DM/JD)

Job Description:	Support Worker / Companion
Responsible To:	Case Manager Jenny Davies
Supported by:	Jenny Davies (Case Manager) Tel: Main Office 01608 682 522
Job Summary:	To work with gentleman 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 encouragement and assistance with engagement in leisure and hobbies.
Requirements	<p>Ability to work using IT for email and support worker documentation.</p> <p>To have a genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive on motorways as required. It is a requirement that you are able to drive and hold a valid licence at all times.</p> <p>Holidays will be by arrangement.</p> <p>Have an empathy and understanding of persons with a brain injury and memory challenges.</p> <p>Enjoy and active and healthy lifestyle, enjoy outdoor activities and be able to support gentleman with his interests in gardening, fishing, walking, swimming, cooking, vintage vehicles and other outdoor style pursuits.</p> <p>Be responsible, have good communication skills, have a sense of humour.</p> <p>To be fleximable in order to meet client's needs.</p>

Applicant must be a non-smoker and like being around a dog.

Key Goals:

- (1) To work with client and help in developing, providing, following plans and structure for their week.
- (2) To support client, develop a social life, establish friends and engage in leisure activities and pursuits of their interest and as guided by the therapy programmes
- (3) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals as appropriate.
- (4) To work on occupational therapist's programme under their guidance to increase both physical and psychological functional ability of the client and using appropriate aids and equipment as required to meet the clients individual needs.
- (5) To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
- (6) Generally, to work on an active programme of support to include facilitating a range of activities and recommendations made by the treating therapists.
- (6) To escort gentleman to therapy sessions and activities and to drive him on outings (providing you have been accepted under the motor insurance) as required and necessary.
- (7) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (8) Enable and support the client to make appropriate choices and decisions whenever possible.
- (9) Read and keep updated with all CCMS policies and procedures

Main Duties:

- i. Provide a positive yet realistic approach to client offering support and encouragement when needed.
- ii. Assist client with preparing for the next day, next week activities as required and guided.
- iii. Encourage client to participate in activities and be prepared to take part yourself when appropriate.
- iv. To support the client in using compensatory strategies to support their memory problems as guided by therapist working with the client.
- v. Preparing the environment and be mindful of safety concerns for chosen activities for client who has memory difficulties.
- vi. Encourage client to follow appropriate health and safety guidance when using equipment or using mechanical tools when engaging in tasks and activities relating to his hobbies and interests.
- vii. Report any hazards or health and safety concerns as soon as possible.
- viii. Jointly with client investigate local resources or groups and establish communication networks and find appropriate activities to take part in.
- ix. Take client on outings and to leisure activities and support client with chosen daily activities such as walking his dog.
- x. To provide companionship for client whilst his wife is away from home.
- xi. Client currently receives a lot of support from his wife, it is the intention that the personal assistant will provide companionship which will enable his wife to have some time to enjoy her own pursuits.

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 support workers/companions 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 the clients 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