

JOB DESCRIPTION

Job Description: Support Worker
Responsible To: Marie Couch, Case Manager
Supported by: ??

Tel: Main Office 01608 682 522

Job Summary: To work with our client in a rehabilitation and support role, enabling her to lead as fulfilling a life as possible, maximising her 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 with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under the guidance of an Occupational Therapist to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines. Refer to OT programme and goals.
- (3) To work on a Speech and Language Therapy programme under the guidance of a Speech and Language Therapsit to develop her communication skills. Refer to SLT programme and goals.

- (4) To enable the client to be able to take part in social and leisure activities.
- (5) To respect the need for confidentiality when the client or her family communicate on matters of a private and personal nature.
- (6) To enable the client to make choices and decisions whenever possible.
- (7) To read and keep updated with all CCMS policies and procedures.
- (8) To report any health and safety concerns as soon as possible, including any breakages or other hazards. To check that all equipment is in safe working order as per risk assessment requirements.
- (9) To 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 the client'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

SAMPLE