

## **JOB DESCRIPTION FA/LW**

Job Description: Support Worker  
Responsibility to: Case Manager – Laura Wright

23 Blackwell Business Park  
Blackwell  
Shipston on Stour  
Warwickshire  
CV36 4PE

Tel: 01608 682522

Job Summary: To work with a young man in his early 20s who has an acquired brain injury, supporting him within his family home and the community. An individual who is confident, enthusiastic and positive, with excellent communication skills and ability to work autonomously and flexibly is essential. Required to be empathetic, supportive and enabling; to maximise independence. To create and support opportunities to develop social, vocational and leisure interests. To support activities as part of on-going rehabilitation this includes, occupational therapy, speech and language therapy, and work or education. To support with personal administration tasks. To assess and maintain safety at all times. Promote privacy and confidentiality at all times. A full driving licence is essential.

### **KEY GOALS**

- 1 To work in partnership with the client on an active programme of rehabilitation and support, to include a range of activities that enhance and develop independence across all aspects of life.
- 2 Attend meetings with the Case Manager, therapists, family and other professionals.
- 3 Electronic written records to be kept and emailed to Case Manager following each shift.
- 4 To accompany the client as a 'buddy' to therapeutic and social activities and to provide motivation and reduce anxiety.
5. Respect the need for confidentiality on private and personal issues.

## **ADDITIONAL RESPONSIBILITIES**

- 1 Set up Care / Support Plan and daily record, with support from Case Manager
- 2 Check that the planned activities are being maintained, taking into consideration specific factors that may prevent this.
- 3 Work within a budget as laid down by Case Manager and the client's parents.
- 4 Be available at mutually agreeable times should your employer/ Case Manager wish to discuss anything with you.
- 5 Work within QCS guidelines, following Policy and Procedures at all times.

This is by no means an exhaustive list and there are other areas that will become apparent as time goes by.

## **Skills Required**

<b>Essential</b>	<b>Desirable</b>
Excellent interpersonal skills	Experience working with brain injured clients
Excellent communication skills	Experience working with clients in a community setting
Excellent organisational skills	

Pay Monthly: 10 - 20 hours per week, to be confirmed by Case Manager and collected on a timesheet in order to be emailed to payroll before the 21<sup>st</sup> of the month. (Paid by BACS on last Friday of each month).

Petty Cash: Be responsible for any "petty cash" that may be made available to you and keep a record of any expenditure with receipts.

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 therapists. These meetings will be held not more frequently than monthly.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the support worker and written records to be kept.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by.

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 .....