

JOB DESCRIPTION (IA/ GW)

Job Description:	Paediatric Special Needs Support Worker
Responsible To:	Case Manager Gill Walker
Supported by:	Cecile Wilson, Bev Rommens, Case Managers
	Tel: Main Office 01608 682 522
Job Summary:	To work with IA in a rehabilitative and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety always giving help and assistance with all activities of daily living. (Refer to risk assessment document).
Requirements	<p>Ability to work using IT for email, record-keeping and uploading support worker documentation.</p> <p>Must have a genuine caring profile with ability and motivation to learn.</p> <p>Will be prepared to implement prescribed therapy following training and assessment regarding competence and confidence.</p> <p>Treating therapists have been appointed and assessments carried out:</p>

Key Goals:

- To provide personal care in conjunction with the team and family members.
- To implement instructions and approved programmes from the different therapists involved in our client's care.
- To work to a physiotherapy programme under the supervision and guidance of a neuro-physiotherapist. Refer to and apply physio programme and goals.
- To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability and using appropriate

aids and equipment as taught as part of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.

To work on speech/communication skills under the supervision of a speech therapist and encourage confidence by building all types of communication. Follow SLT instructions regarding IA's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

To implement instructions and approved programmes from any other therapists involved in our client's care.

To provide interaction, stimulation and opportunities for play using the resources available. Apply any approved recommendations made by the therapists towards learning through stimulation and play.

To escort IA to therapy sessions and for outings.

Respect the need for confidentiality when IA or their family speak/communicate on matters of a private and personal nature.

Encourage and enable IA to make choices and decisions whenever possible.

Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- To promote the client's health, well-being and happiness.
- To provide assistance with all care requirements, continence needs, dressing and feeding.
- To carry out any cleaning or other domestic tasks specifically connected to the client's care.
- To assist with PEG feeds and administering of medications via gastrostomy (once trained and assessed as competent to do so).
- To prepare and administer medications medication as prescribed via PEG, under the guidance of the client's parents/team leader and in line with relevant protocols (once trained and assessed as competent to do so).
- To replace IA's button PEG device should it come out between planned changes (once trained and assessed as competent to do so).
- To provide a programme of sensory stimulation activities in line with the guidance of relevant therapists.
- To provide stimulation through appropriate activities/social interaction.

- To facilitate IA to play with siblings or other children.
- To accompany the client to various appointments and planned activities.
- To assist the client to get around in his wheelchair and accompanying him on regular outings.
- To assist the family if the client needs to be taken to appointments by his mother or she needs to go out for other reasons by looking after two younger siblings (no health issues).
- To assist the client's mother with some domestic tasks which although not directly connected to the client nevertheless contribute to supporting IA's family life and therefore IA's wellbeing and freeing up his mother to spend 1:1 time with him.
- To maintain a safe environment for the client and relevant others.
- From time to time may be required to accompany the family on holidays away from the family home.

Coordination of Care:

- To follow the support programme as agreed with the client's parents and overseen by the team leader/case manager.
- To advise the client's parents of any concerns regarding his physical and psychological health.
- To use initiative when unforeseen events occur and the family/team leader are not directly available to provide guidance.
- To work alongside the client's family and encourage positive relationships and integration.
- To work as a member of a care team to ensure good communication, flexibility, and a consistent approach to the client's care.
- To attend team meetings and training sessions as requested. Some of these may be 'virtual' e.g. via video-conference.
- To make a detailed daily report following each duty regarding the client's care and welfare.
- To liaise with the employer via team leader/case manager for annual leave requests and alerting the employer of sickness that will prevent them working, in order that a replacement can be organised.
- To liaise with the client's family, Team Leader and/or case manager about general progress and regarding all incidents that are either unusual or which give rise for concern.
- To undertake any other activity commensurate with the client's needs. as directed by the family, Team Leader and / or case manager: part of your role is to carry out any reasonable request as directed by the family, Team Leader and / or case manager

Confidentiality Issues:

- To maintain confidentiality in all matters relating to the client's personal and clinical needs within the parameters of clinical necessity, i.e. within the family, support team, case manager, multidisciplinary team on a strictly 'need to know' basis.
- To maintain confidentiality in all matters relating to the client's situation and family. No such information is to be disclosed to a third party.
- To respect the private space of the client and his family and their right to a private family life.

Petty Cash: Be responsible for any "petty cash" which maybe 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 must be submitted on or before the 26th of each month in order to be sent to payroll. 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. Should it exceptionally be necessary to call a meeting more frequently 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 may be set at each therapy meeting, and these are to be carefully maintained by the support workers and written records must be kept. It is important to maintain a realistic outlook on IA's abilities.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Paediatric Special Needs Support Worker Job Description outlining the responsibilities of this role which will be discussed in more detail as part of your training.

Signed

Date