

## **JOB DESCRIPTION – SUPPORT WORKER (JBO/DJ)**

### **The client**

Our client is a delightful eight-year-old boy who has sustained brain damage at birth. He has Cerebral Palsy (Spastic Quadriplegia), Epilepsy and Visual Impairment. He has a gastrostomy, history of respiratory infections requires suctioning and care. A therapy team has been appointed to oversee his ongoing rehabilitation and promote his independence.

### **Care regime**

Our client requires support workers for waking nights and day care to join our small relatively new team in the family home. This will involve taking an active role in his care with his parents under the supervision of appointed therapy professionals.

We seek motivated caring and enthusiastic support workers who love children. Educational and care experience is required but we are seeking workers to fit in with the family and will consider applicants with the right personality, life experiences and a willingness to learn new skills.

Two Support workers required for 22.5 (2 Nights) hours for waking night Shifts as part of a rota system.

Day support worker required for 25 hours a week Monday to Friday 3-8

Relief cover is also required for holidays and sickness.

Rates of pay will be £12.00 per hour for weekdays and £14.00 per hour at weekends.

A private Case Manager is involved working alongside the client and his family, and to manage the support workers.

A full induction training programme will be organised in order to familiarise yourself with our clients needs. This will include some daytime, flexible hours, attending his school, meeting his therapists and training on his therapy programme.

### **The responsibilities of the Support Worker**

- To provide assistance with all of the client's care requirements including showering/bathing, elimination, dressing and night care needs.
- To administer medication as prescribed and to maintain associated medication records.
- To prepare/supervise with his feeding regime.
- To promote the client's well-being and happiness.
- To provide physiotherapy exercise and positioning as recommended by professionals.

- To provide assistance with all aspects of the client’s ongoing rehabilitation under the supervision of treating Therapists.
- To ensure the client’s skin integrity is maintained, as he is vulnerable to skin breakdown.
- To monitor for complications of chest infection, etc and to administer any procedures as necessary (subject to appropriate training and supervision).
- To maintain a safe environment for the client and generally in the home and in all community based activities (subject to training in risk assessment).
- To follow the Support Programme agreed with the Case Manager and the client.
- To be responsible for domestic chores if required by the parents linked with the client’s overall care. These will include laundry, ironing and cleaning, and any additional tasks in the interests of providing a safe, clean and efficient environment.
- To advise the family, or where appropriate the Case Manager of any concerns regarding the client’s physical and psychological health.
- To use initiative when unforeseen events occur and the family / case manager are not directly available to provide guidance.
- To work as a member of a small team responsible to the case manager and to ensure good communication, flexibility, and a consistent approach to care.
- To attend Support Worker meetings and training sessions as requested.
- To make a daily report following each duty regarding the clients welfare.
- To liaise with Case Manager for annual leave requests and alerting the Case Manager of sickness that will prevent them working, in order that a replacement can be organised.
- To liaise with the Case Manager about general progress and regarding all incidents that are either unusual or which give raise for concern.
- To respect the privacy of the client. All matters relating to the client’s situation and family are to be treated as confidential and are not to be disclosed to a third party.

**No Smoking Policy**

A no smoking policy is strictly in place for the purpose of the employment.

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 .....