

## **JOB DESCRIPTION (JD/KG)**

Job Description: Support Worker  
Responsible To: Case Manager Klaudyna Golonka  
Supported by: Gill Walker

Tel: Main Office 01608 682 522

Job Summary: To work with JD in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical 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.

Must hold a full driving licence and happy to drive a large vehicle in city traffic and on motorways as required.

Treating therapists have been appointed and initial assessments carried out:

### **Key Goals:**

If treating therapists are in place:

- (1) To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under their guidance to increase physical functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- (3) To work on speech/communication under the supervision of a Speech and Language Therapist (SLT) and encourage confidence in all communication. Follow any instructions regarding JD' 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.

- (4) 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.
- (5) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort JD to therapy sessions and for outings, and to drive him/her on outings (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times. Holidays will be by arrangement. To escort JD to and from school.
- (6) Respect the need for confidentiality when JD or their family speak/communicate on matters of a private and personal nature.
- (7) Enable JD to make choices and decisions whenever possible.
- (8) Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) Help to keep JD' room clean and tidy.
- ii) JD' washing and ironing to be kept up together. JD to be always well presented and cleanly dressed.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take JD shopping, outings etc.
- vii) Keep JD clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.

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 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 1<sup>st</sup> 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 JD’ 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 .....