

JOB DESCRIPTION SUPPORT WORKER/CARER (JH/GB)

<u>Job Description:</u>	Support Worker/Carer
<u>Employed by:</u>	UW Deputy in the Court of Protection
<u>Responsible To:</u>	GB Case Manager
<u>Supported by:</u>	CCMS Tel: Main Office 01608 682522
<u>Job Summary:</u>	<p>To work with JH in a rehabilitation maintenance and support role, enabling her to lead as fulfilling life as possible, maximising her physical and psychological well-being and safety at all times.</p> <p>Prompting with activities of daily living, to also enhance her physical skills and social activities, planning and assisting with social and community-based activities</p>
<u>Hourly pay:</u>	£11.50 to £14.00 an hour depending on experience, double pay at bank holidays
<u>Shifts/hours available</u>	Weekday and weekend shifts of 8 am -8pm. Sleep in nights from 8pm-8am
<u>Preferred Requirements</u>	<p>One year experience working with clients with brain injury preferred but not essential as the right personality to engage with JH and join the team more desirable.</p> <p>NVQ2</p> <p>Must be well organised and flexible and committed to being part of a caring team</p> <p>Have a positive attitude and a good sense of humour</p> <p>Be able to work alone and as part of a team</p> <p>Have good organisational skills, good verbal and written communication skills</p>
<u>Key Goals:</u>	<ul style="list-style-type: none">• To work on an active programme of support to include helping plan a range of activities to enable JH to maintain her levels of physical activity. To support recommendations made by the treating therapists and incorporate into routine• To support JH to therapy sessions and outings; ie Headway, RDA (Riding for the Disabled) the gym.

- To plan research and book outings with J to promote social life and family contact.
- To drive JH on outings (providing accepted under motor insurance.) It is a requirement that you hold a valid UK/EU licence.
- Respect the need for confidentiality when JH or her family speak/communicate on matters of a private/ personal nature
- Enable JH to make choices and decisions whenever possible
- Plan and facilitate short breaks and holidays

Aids to Daily Living:

- Prompt JH with personal care and help as necessary with personal hygiene to be always well presented and cleanly dressed
- To encourage JH to choose outings and activities, working around her weekly routine of events.
- To keep daily records and documentation
- To keep JH's home clean and tidy, clean bedding, washing and ironing
- To facilitate JH in the purchase of items as needed for the upkeep of home and garden
- Check all equipment is in safe working order as per risk assessment requirements.
- Report any hazards or health and safety concerns as soon as possible

Holidays

Annual leave pro-rata is booked by arrangement. You will also be asked to cover other support workers holidays whenever possible

Training

All support workers will be given an induction period, and will also be expected to undertake the specialist Care Certificate Training set up by CCMS

Liaison:

Attending meetings with other team workers arranged by the case manager likely to be one to two monthly. A range of goals maybe set at each meeting, which are to be maintained by the support workers 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