

JOB DESCRIPTION (LS/RK)

Job Description:	Support Worker
Responsible To:	Rob Kuschel, Assistant Case Manager
Supported by:	Rob Kuschel. Tel: Main Office 01608 682 522 Mobile 07377 360480
Job Summary:	To work with LS in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical, emotional and psychological well-being. Supporting client safety at all times giving help and assistance with activities of daily living.
Requirements	Experience working with adults with brain injury. Experience with challenging behaviour preferred. 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.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To support client in planning and carrying out activities of daily living independently and general upkeep of the household.
- (2) To support client in accessing meaningful occupations and activities and building structure in to a typical week.
- (3) To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems and emotional dysregulation. Refer to neuro psychologist's goals and strategies for management.

- (4) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (5) Respect the need for confidentiality when LS or their family speak/communicate on matters of a private and personal nature.
- (6) Enable LS to make choices and decisions whenever possible.
- (7) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Support LS in the uptake of new occupations and activities and support building structure in to a typical week.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.
- Support LS with food shopping, outings etc.
- To support in the preparation of meals or domestic activities ensuring the client gradually becomes as independent as possible.
- To enable the client to access the local community and engage in appropriate activities in line with the overall support programme and risk assessment.
- To promote the client's well-being and happiness.
- To support the client to attend local leisure activities.
- To provide assistance with all aspects of the client's ongoing rehabilitation under the supervision of treating health professionals and Therapists.
- To enable the client to implement the principles learnt from therapy in to her daily routine e.g. pacing, relaxation, thoughts and behaviours, daily structure.
- 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 advise 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 to ensure good communication, flexibility, and a consistent approach to care.
- To attend multidisciplinary meetings and training sessions as requested.
- To make a daily report following each duty regarding the client's welfare.
- To liaise with the Case Manager in alerting any 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.

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 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. 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 LS's abilities.

No Smoking Policy

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

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