

## **JOB DESCRIPTION (MJA/NC)**

Job Description: Support Worker

Responsible To: Case Manager – Maggie Sargent

Supported by: Asst. Case Manager – Nicola Cale  
Tel: 07721 405113  
Main Office 01608 682522

Job Summary: To work with MJ in a rehabilitation and support role, enabling and empowering her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times and giving help with activities of daily living.

Treating therapists have been appointed and assessments carried out:  
Occupational Therapist – Belinda McLean  
Neurophysiotherapist – Peter Harding  
Neuropsychologist – Caroline Barry

### **Key Goals:**

- (1) To work on an active programme of support to include a range of activities. To support recommendations made by the therapists and incorporate into daily routine eg: daily stretches, swimming, walking practice, and good decision making.
- (2) To accompany MJ to appointments and for outings when needed.
- (3) Empower MJ to make choices and decisions with full information.
- (4) To be aware of dynamics between MJ and her team, her family members and communicate any concerns or if MJ is feeling overwhelmed at all.

### **Aids to Daily Living:**

- i) Support MJ with all tasks of daily living e.g. getting up and dressed, meal preparation and running her home.

- ii) Help to keep MJ's home clean and tidy.
- iii) MJ's washing and ironing to be kept up together. Support MJ to make the best of herself, to be always well presented and cleanly dressed.
- iv) Report any breakages as soon as possible.
- v) Report any hazards or health and safety concerns as soon as possible.
- vi) Check all equipment is in safe working order as per risk assessment requirements.
- vii) Take MJ out shopping, and for outings etc.
- viii) Support MJ to attend swimming sessions and home based physio as directed by treating therapist.
- ix) Support all aspects of MJ's care / bathing and hygiene and note any concerns or positive changes.

Petty Cash: Be responsible for any "petty cash" which maybe made available to you and keep a record of expenditure with receipts. Keep a record of any expenses incurred when on outings and claim them on your timesheet.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected every 4 weeks to be sent to payroll. You will be paid by cheque/BACS every 4 weeks.

Contract: There will be a two-month probationary period and to be reviewed two months later.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: All support workers must attend meetings with the case manager and therapists and the monthly Team Meeting.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by 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 .....