

## **Job Description Support Worker (NS/VS)**

- Job Description:** Support worker for NS.
- Reporting to:** NS's mother and father in the first instance and upwards of that Vicky Sweeney, case manager.
- Job Summary:** To work with NS, taking care of her needs afterschool, at weekends and during school holidays, including continence and stoma care, feeding and caring for NS's gastrostomy. You will also be expected to engage NS in a variety of activities and promote a safe and stimulating environment for her.

### **Key Working Relationships**

- A.** Develop a rapport with NS and maintain a constructive and objective relationship with her.
- B.** Become acquainted with NS's mother and father and appreciate their role in supporting NS.
- C.** Communicate with NS's mother and father and/or Vicky Sweeney as to any matters of concern.
- D.** Liaise with other carers and relevant professionals and/or organisations when necessary.
- E.** Develop a good working relationship with NS's therapists, listen closely to training given and ask appropriate questions.

### **Key Tasks**

1. To provide day care, following advised therapeutic approaches whilst being aware of NS's mental and physical limitations and ensuring NS's well-being, comfort, and safety at all times.
2. To engage and work with NS providing and following her daily routine and care plans and structure for the week.

3. To monitor NS and follow instructions as indicated by her mother, father and therapists.
4. To support NS in maintaining her role within her family.
5. To communicate with family members and relevant professionals as necessary.
6. To support NS with the use of any specialist rehabilitation equipment that her therapists suggest that she uses.
7. To enable NS to maintain and develop a good quality of life.
8. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in their post as directed by NS's case manager.

### **Main Duties and Responsibilities**

- 1.1 Ensure awareness of the repercussion and problems caused by NS's additional needs.
- 1.2 Allow NS a freedom of choice and the opportunity to further develop her independence skills when appropriate and as directed by her therapists.
- 1.3 Maintain a positive yet realistic approach to NS, offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with NS and establish a good daily routine with a healthy balance of therapy and play activities.
- 1.5 To manage all of NS's personal care needs that arise during the day, including caring for her Stoma and gastrostomy.
- 1.6 To maintain a hygienic environment for NS as may be appropriate in the management of her personal care needs.

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- 2.0 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning NS and her family.

- 2.1 Endeavour to maintain a professional and cordial relationship with NS's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 2.2 In the absence of her mother to communicate with professionals and organisations on NS's behalf.
- 2.3 When unsure of appropriate action to take, to contact her parents and/or the case manager for advice.

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- 3.0 Communicate with and support other carers in the team through handovers, team meetings, use of the diary etc.
- 3.1 Maintain a diary of appointments etc.
- 3.2 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends.
- 3.3 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.
- 3.4 Keep copies of NS's care plans and notes of her progress as appropriate.

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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 .....  
(Support worker)

Date.....