

JOB DESCRIPTION (PC/CC)

- Job Description: Rehab Assistant/Support Worker
- Responsible To: Chris Collings, Senior Assistant Case Consultant
- Tel: Main Office 01608 682522
- Job Summary: To work with PC as a rehab assistant/support worker, enabling the client to lead a fulfilling teenage life. Responsibilities will include focussing on development of social skills and meaningful friendships, enabling the client to lead a fulfilling social life and take trips away, assisting with activities of daily living, maximising their physical and psychological well-being, and maintaining safety at all times.
- Requirements: Relevant experience relating to the key goals of the role, as outlined. This is an ideal role for someone interested in brain injury rehabilitation, psychology, occupational therapy or physiotherapy.
- Available for day shifts either Saturday or Sunday each week, and Wednesday evenings. Shifts are likely to increase over time and additional hours may be required during school holidays or at other times, so flexibility is essential.
- Responsible, trustworthy and very reliable, attending all agreed shifts, unless for very good reason.
- Genuine caring, sensitive and patient profile with ability to learn and follow training and assessment in regard to competence and confidence.
- Confident, creative and independent, in assisting in researching and planning activities and travel for the client to take part in. Ability to take the initiative and work alone is key.
- Outgoing, fun and adventurous personality, who can provide good company and who will enjoy talking with the client and taking part in planned activities.

Good communicator, liaising with the client, her friends, family and other professionals involved.

Ability to work using IT for email and support worker documentation.

Holder of a full driving licence and happy to drive on motorways and long-distance as required.

Key Goals:

- (1) To support the client in developing social skills as directed by professionals involved.
- (2) To enable the client to implement these skills in developing and maintaining meaningful relationships.
- (3) To enable the client to research, plan, book and take part in fun activities relevant to her age. This will include activities with friends (e.g. gigs, exhibitions, shopping, physical activities, etc.), weekend day trips, longer trips around the UK (e.g. camping breaks), and possibly trips abroad. This will not be a 1:1 role, though your only responsibility is to the client.
- (4) To enable the client to fulfil current regular arrangements, for example, visits to friend's houses, meals out, arranging and hosting parties and sleep-overs, etc.
- (5) To maintain a calendar of these and events and activities, at least a month in advance to ensure that the client has a full and rich social life.
- (6) To use these activities to enable the client to develop new friendships and to maintain current relationships. Activities will include both mainstream and disability-specific events.
- (7) To become familiarised with the client's friends and the type of activities and events they are interested in, in order to be better able to assist and encourage the client in making appropriate plans.
- (8) To enable the client to converse freely and openly in an age appropriate and safe manner.

- (9) To support the client physically, as necessary, in line with professional guidance.
- (10) To support the client with activities of daily living, including personal care, in line with guidance.
- (11) To maintain professional boundaries. While the role is intended to support the client, it is not intended to take the place of other friendships. As such, during social events, support should enable the client to partake independently, staying in the background when possible, and assisting/hosting when necessary in line with the clients' needs.
- (12) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (13) Enable the client to make choices and decisions whenever possible.
- (14) Maintain good communication with other professionals in the team and support them as and when necessary, taking responsibility for completion of administrative tasks and paperwork, completing handovers, etc.
- (15) Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- i) Responsible for personal care whilst the client is in their care, including but not limited to, dressing, toileting and very careful feeding procedures.

Petty Cash: Be responsible for any “petty cash” which may be made available to you.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected in order to be sent to payroll before the 15th of the month. You will be paid by cheque/BACS by 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.

Meetings: All support workers must attend meetings with the case consultant and therapists, as relevant, 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 may be set at each 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 the client's abilities.

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 Rehab Assistant/Support Worker Job Description outlining the responsibilities of a Rehab Assistant/Support Worker which will be discussed in more detail as part of your training.

Signed.....

Date.....