

## **Job Description (RH/CK)**

- Job Description:** Support Worker
- Reporting to:** Parents who are supported and managed by Catrin King, Brain and Spinal Injury Case Manager.
- Job Summary:** To work with RH in a facilitative role, enabling her integration into the community, supporting her day-to-day needs at home and during activities and resourcing suitable local facilities for social and educational needs as required.

### **Key Working Relationships**

- A. Develop a rapport with RH and maintain a constructive and objective relationship with her.
- B. Become acquainted with RH's family, appreciating their roles in RH's support network.
- C. Communicate with Case Manager as to any matters of concern.
- D. Liaise with other carers and relevant professionals and/or organisations when necessary.

### **Key Tasks**

- 1. To follow care and rehabilitation approaches being aware of RH's mental / cognitive and physical limitations and promoting RH's well-being, comfort, and safety at all times.
- 2. To work with RH in providing and following plans and structure for the week.
- 3. To enable RH to maintain and develop her social life and leisure activities including her friends.
- 4. To support RH in the maintenance of her role in the family.

5. To communicate with family members and relevant professionals as necessary.
6. To support RH in her activities and encourage physical activities that will maintain her strength and endurance.
7. To communicate with and support other support workers in the team, taking responsibility for the completion of the administration and paperwork necessary in this post during work periods.
8. To possibly be available to attend family holidays.

### **Main Duties and Responsibilities**

- 1.1 Ensure awareness of the repercussion and problems caused by RH's difficulties.
- 1.2 Allow RH a freedom of choice within a safe parameter; guide RH in such a way as to enable her to make her own decisions in relation to her cognitive physical functional ability.
- 1.3 Maintain a positive yet realistic approach to RH offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with RH and establish a routine in daily life with RH using these.

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- 2.1 Assist RH with school work and preparing for the next day's schedule.

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- 3.1 Be prepared to drive/escort RH to activities as needed.
- 3.2 Encourage RH to participate in activities and take part yourself when appropriate.
- 3.3 Investigate local resources and establish communication networks and to find appropriate activities to undertake with RH.

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- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning RH and her family. Provide tactful, unobtrusive supervision.
- 4.2 Endeavour to maintain a professional and cordial relationship with RH's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 4.3 When unsure of appropriate action to take, contact the case manager for advice.

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- 5.1 Communicate with and support other carers in the team through handovers, team meetings, use of the diary and templates etc.
- 5.2 Maintain a diary of appointments etc.
- 5.3 Maintain a telephone book of contact names and addresses, e.g. GP, Case Manager, clubs, relatives and friends etc.
- 5.4 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

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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 .....

Date .....