

JOB DESCRIPTION (AIC)

Job Description:	Support Worker
Responsible To:	Case Manager Jane Hammond-Hawkins
	Tel: Main Office 01608 682 522
Job Summary:	To work with the multi-disciplinary team in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. (Refer to risk assessment document).
Requirements	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.
Desired Requirements	To hold a full driving licence and happy to drive within London as required. To speak Romanian and English

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- (3) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding the

client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

- (4) To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
- (5) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort our client to therapy sessions and for outings, and to drive her on outings (providing you have been accepted under the motor insurance.) Holidays will be by arrangement.
- (6) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (7) Enable the client to make choices and decisions whenever possible.
- (8) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Help to keep the client's room clean and tidy.
- ii) Assist the client to undertake laundry activities and light housework as identified by the therapy team.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take the client shopping, outings etc.
- vii) Enable the client to undertake all activities related to personal hygiene and dressing.
- viii) Assist the client with meal preparation and feeding as required.

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 in 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 support workers 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 the clients’s abilities.

Part of your role is to carry out any reasonable request.

Further details of your role will be discussed in more detail as part of your induction training.