

## **JOB DESCRIPTION (TB/CK)**

***JOB DESCRIPTION*** Support Worker/Buddy  
***Responsibility to:*** Louise Chapman ( Deputy)  
Catrin King (Case Manager)

***Supported by:*** Catrin King  
Tel 01608 682 522  
Mobile 07595 226097 (Catrin)

***Job Summary*** TB is a 16 year old boy with Dyskinetic Type Cerebral palsy he has a sister one year younger than him. He attends main stream school and is currently doing his A levels, is able to mobilise for short distances but needs supervision. It will sometimes be necessary to collect TB from School.

TB can communicate well though patience is required to give him time to express himself. TB becomes frustrated when people do not understand him. He is a lovely young man who will be very rewarding to work with. Help is needed with homework and activities after school. TB is doing photography and needs an adult to help with his course work. The support worker would be expected in conjunction with TB and his family to plan activities. TB is anxious to grow up and be independent but requires some supervision when going out to meet friends or to the cinema. The support worker needs to enable TB to be as independent as possible whilst maintaining his safety. Help with personal care maybe required. The support worker should be willing to undergo training from visiting therapists to learn how to help TB with his physio. The support worker will be in TB's home with his mother and sister and must respect family confidentiality and be sensitive to the privacy of other family members.

**Pay Monthly:** Hours to be confirmed by team leader and collected in order to be emailed before the last Friday in the month. (paid by cheque/BACS on last Friday of each month).

**Petty Cash:** Be responsible for any “petty cash” that may be made available to you and keep a record of any expenditure with receipts.

**Contract:** To commence and to be reviewed two months later.

### **ADDITIONAL RESPONSIBILITIES**

1. Collect all hours before the last Friday in the month and email to Case Manager.
2. Maintain a record of holidays and sickness, and forward any sickness certificates to Case Manager.
3. Be available at mutually agreeable times should your employer/ case manager wish to discuss anything with you.
4. Check that the planned activities are being maintained, taking into consideration specific factors that may prevent this.
5. Set up Care Plan and daily record, with help from case manager, of care identified and needs.
6. Be responsible for petty cash that is made available to you and keep a record to include receipts.
7. All accidents/incidents to be reported, recorded and dated with outcomes.
8. Report to Case Manager as required.
9. Work within a budget as laid down by Case manager and deputy.

The above are for guidance only, the job will be varied and it will require a person able to adapt to the changing needs and circumstances.

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 .....