

JOB DESCRIPTION (TW/MC)

JOB TITLE:	Support Worker
IMMEDIATE SUPERVISORS:	Team Leader, Case Manager and Parents
MAIN SCOPE OF THE JOB:	Assist client in meeting his personal care needs, postural management, administering prescribed medication, feeding regime and following his therapy plans with inclusion of activities of daily living. Ensure the highest quality of social and sensory interaction and inclusion. Follow care plans and implement strategies and guidelines as recommended by family and professionals.

MAIN DUTIES & RESPONSIBILITIES

1. As a member of staff

- 1.1 Work with our client, professionals and family to undertake duties commensurate with the post and as requested by the client, family, and /or case manager.
- 1.2 Work with family and professionals to ensure a consistent and coordinated approach to the client's care and development.
- 1.3 Be aware of issues of safeguarding and alert case manager to any concerns regarding the client's safety and wellbeing.
- 1.4 Be reliable and punctual. Alert the family and/ or team leader at the earliest possible opportunity if unable to attend for work in an emergency or in case of illness.
- 1.5 Maintain expected high standards of support, adhering to all company policies and procedures.
- 1.6 Participate in meetings called by case manager or team leader.
- 1.7 Proactively participate in appropriate training, supervision and appraisal to monitor and enhance professional development.

2. Direct work with the client

- 2.1 Be familiar with all aspects of the client's daily living routine and work in accordance with the Support Plan.
- 2.2 Ensure that the client's individual requirements are met in a safe, sensitive and caring way and that activities and routines are arranged so that the client's needs are paramount.
- 2.3 Encourage and assist the client to meet his personal care needs including grooming, washing, showering, bathing, dressing and toileting.
- 2.4 Assist the client with his PEG feeding regimes with inclusion of advice from his dietician and speech and language therapists.
- 2.5 Assist the clients family with domestic tasks to maintain a clean and safe home environment.

- 2.6 Encourage the client to live a full, active and valued life by learning about his interests and participating with him in appropriate, inclusive social and leisure activities.
- 2.7 Be vigilant about the client's health and wellbeing and report any changes or concerns to his family.
- 2.8 Ensure confidentiality in all record keeping and discussions concerning the client and his family.
- 2.9 Maintain the client's dignity, respect and privacy at all times.
- 2.10 If required, liaise with external agencies about the client's needs e.g. GP, Physiotherapist, Occupational Therapist, Speech and Language Therapist, School staff.
- 2.11 Maintain patience and calmness at all times and act on own initiative to deal with circumstances to the best of your ability.
- 2.12 Administer any medication prescribed as agreed with the family and keep a written record of all drugs administered as per the Medication Policy.
- 2.13 Provide a written and/ or electronic record of work, noting any changes or significant events and share with family in the communication book in a timely and accurate manner. Alert case manager to any issues that require attention.
- 2.14 Show sensitivity and consideration when working in the client's home, respecting his family's personal boundaries and privacy, and interacting as appropriate with his younger brother.

3. General

- 3.1 Ensure that all duties are carried out to the highest possible standard and that the welfare of the client is paramount at all times.
- 3.2 Demonstrate the physical ability to perform and cope with all aspects of manual handling as demanded by the job role
- 3.3 Comply with relevant legislation and operational guidelines.
- 3.4 The appointment is subject to satisfactory enhanced DBS check and two excellent verbal and written references.

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

Joanne Grayson, HR Liaison Manager
 Martha Carrick, Case Manager