

Job Description (BS/DJ)

Job Description: Support Worker

Responsible To:

Clients' Wife Case Manager Denise Jones

Job Summary:

To work with our client as a 2 to 1 complex support worker in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical and psychological well – being and safety at all times giving help and assistance with all activities of daily living.

Requirements:

We are looking to employ full time and part time experienced Support Workers who must be flexible and able to work both day shifts and night shifts. Weekend work is also required as part of the team rota.

Our client requires experienced support workers with knowledge of brain injury and epilepsy care. However we are willing to consider training the right persons.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence. This will include suctioning, PEG feeding and care, administration of medication and being able to obtain observations and record appropriately, reporting any deviations from the norm to the clients wife. A very high standard of care and documentation is essential.

Must hold a full driving licence and happy to drive on motorways as required.

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

Must be willing to work alongside clients wife and family and work to gold standards of care.

Key Goals:

- (1) To work on a physiotherapy programme once training is complete
- (2) To engage the client in day to day activities and develop his interests.
- (3) To escort the client to a variety of excursions, taking in account his interests.
- (4) Respect the need for confidentiality when the client or his family need to speak about sensitive issues
- (5) Enable the client to make choices whenever possible
- (6) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- (1) Ensure the clients living space is kept clean and tidy at all times
- (2) You will be responsible for the clients laundry
- (3) Report any hazards or health and safety issues as soon as possible.
- (4) Check all equipment is in safe working order.
- (5) Escort the client to his activities
- (6) Assist the client in bathing or showering and also assist with continence needs.

Petty Cash:

Be responsible for any petty cash used for activities or outings and keep receipts

Pay Monthly:

A form will be forwarded to you for completion regarding details required. Hours will be collected on order to be sent to payroll before the last Friday of every month. You will be paid by cheque/BACS for the 1st of each month.

Contract:

There will be a three month probationary period with a formal appraisal three months thereafter. Initially a letter of appointment will be sent detailing holiday entitlement and hourly rates.

Liaison:

All support workers must attend meeting with the case manager and clients wife and these meetings will not be 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 any meetings or therapy session you attend whilst not on duty. All support workers are expected to undergo a full induction and must make themselves available to attend this induction and training.

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