

## **JOB DESCRIPTION**

Job Description:	Therapeutic Support Worker
Reporting to:	Client's parents, Maggie Sargent (Case Manager) and Nicola Cale (Assistant Case Manager)
Job Summary:	To work alongside HMCD in a facilitative role, enabling her independent living and fostering integration into the community, supporting her day-to-day needs and resourcing suitable local facilities for social and educational needs.

### **Key Working Relationships**

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

### **Key Tasks**

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

- 4.1 To support HMcD in her role as Aunt, to encompass, within safe parameters, enabling HMcD to provide childcare and facilitating quality time with her niece.
5. To communicate with family members and relevant professionals as necessary.
6. To support HMcD in the use of communication aids and speech.
7. To communicate with and support other support workers in the team, taking responsibility for the completion of the daily on shift administration and paperwork necessary in this post.

### **Main Duties and Responsibilities**

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

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- 2.1 Assist HMcD to plan activities and routines using memory aids, e.g. diary, whiteboard, so all involved are aware and HMcD is able to remind herself.

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

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- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning HMcD and her family.
- 4.2 Maintain a professional and warm relationship with HMcD's family, not becoming personally involved in affairs and reporting matters of concern to the Case Manager.
- 4.3 Communicate with professionals and organisations on HMcD's behalf if she feels unable to do so; however, encourage HMcD's independence in this sphere.
- 4.4 When unsure of appropriate action to take, contact the parents and the Case Manager for advice.

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- 5.1 Communicate with and support other support workers in the team through handovers, team meetings, use of the diary 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. Post Codes to be saved for use in the Sat Nav.
- 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 Therapeutic Support Worker Job Description outlining the responsibilities of a Therapeutic Support Worker which will be discussed in more detail as part of your training.

\*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

Signed .....

Date .....

Signed .....

(Therapeutic Support Worker)