

JOB DESCRIPTION – PERSONAL ASSISTANT

Job Description:	Support worker / personal Assistant
Responsible To:	The Case Manager & Client
Managed by:	The Case Manager / Team Leader

JOB SUMMARY:

To work within the client's home in a facilitator / support worker role. Enabling him/her to lead as fulfilling and meaningful life as possible. Maximising his/her independence and psychological well-being and safety at all times while supporting with activities of daily living. Facilitating leisure activities, to promote the continued learning, enhance physical health and communication skills.

THE RESPONSIBILITIES OF THE PERSONAL ASSISTANT

- To provide assistance with all of the client's care requirements including showering/bathing, toileting and elimination, dressing, feeding and night care needs.
- To enable the client to access the local community and engage in their chosen activities in line with their goals and any risk assessment.
- To advocate on the client's behalf when required
- To promote the client's well-being and happiness.
- To provide assistance with all aspects of the clients on-going therapy /maintenance of health programme under the supervision of any treating Doctors and Therapists.
- To support the client with the continued development of his/her communication skills
- To support the client with access to computers and assistive technology.
- To maintain a safe environment for the client and generally in the home and in all community-based activities (subject to training and risk assessment).
- To administer medication as prescribed and to maintain associated medication records
- To transport the client by driving his/her car, or any other vehicle deemed suitable (subject to appropriate assessment and insurance).
- To follow the personal development, health and learning plan agreed with the client in conjunction with the treating therapists and Case Manager
- To cook and prepare meals, snacks and drinks.
- To be responsible for domestic chores linked with the client's overall care. These will include laundry, ironing and cleaning, and any additional tasks in the interests of providing a safe, clean, efficient and pleasant environment.
- To use initiative when unforeseen events occur.
- To work as a member of a small team to ensure good communication, flexibility, and a consistent approach to care.

- To attend team meetings and training sessions and supervisions as requested.
- To make a daily report following each duty regarding my welfare.
- To liaise with the Team leader and Case Manager about general progress and regarding all incidents that are either unusual or which give raise for concern.
- To respect the privacy of the client and his family. All matters relating to the client's situation and family are to be treated as confidential and are not to be disclosed to a third party.

SKILLS REQUIRED

<u>Support Worker / Carer required & desired skills</u>	
ESSENTIAL	DESIRABLE
A desire to deliver the highest quality standards of care in a person-centred way.	Knowledge and experience working with neurologically compromised clients.
Knowledge and experience working with dependent clients.	Experience working with clients in a community setting.
Excellent communication skills.	A desire to develop own skills and career path.
Excellent record keeping and professional documentation.	Swimmer
An ability to work flexibly, covering a range of shifts sometimes at short notice	Ability to accompany client on holiday
An ability and willingness to work creatively to maximise the qualitative experience of our client.	Practical skills like using allen keys, spanners, WD 40, duct tape and cable ties
Excellent organisational skills.	
An ability to work closely with multidisciplinary professionals.	
An ability to work independently whilst being willing to seek support from the Team Leader & Case Management team when necessary.	
Competent driving skills.	
Competent IT skills including word and excel.	Use of IT is really important as Ian is using three types of devices and several types of specialized software ./

PERSONAL SPECIFICATION

The successful applicant will have excellent interpersonal and communication skills, be organised and able to plan effectively. They will demonstrate an ability to problem solve

creatively. They should demonstrate the ability to work well within a multi-disciplinary team. Experience or an interest in working with neurologically impaired clients is desirable. A willingness to participate fully in training is essential.

We are looking for bright, energetic, motivated individual, who have a robust and resilient personality, is an empathic and committed individuals to fulfil this unique role. The successful candidate should be a team player able to participate and input into a small team whilst having the initiative, confidence and drive to work one-to-one with the client.