

JOB DESCRIPTION (ET/SD)

Job Description:	Personal Assistant/Support Worker
Responsible To:	ET's mother and father in the first instance and Sabrina Dodson Case Manager thereafter.
Supported by:	Senior Case Manager – Sabrina Dodson
Job Summary:	To work alongside ET in a facilitative role, enabling her integration into the community, supporting her day-to-day needs and resourcing suitable local facilities for social integration and educational needs.

Key Working Relationships

- A. Develop a rapport with ET and maintain a constructive and objective relationship with her.
- B. Become acquainted with ET's family and extended family, appreciating their roles in supporting ET.
- C. Communicate with ET's parents and/or Sabrina Dodson as to any matters of concern.
- D. Liaise with other carers and relevant professional and/or organisations when necessary.
- E. Develop a good working relationship with ET's therapists, to listen carefully to training given and ask appropriate questions.

Key Tasks

- 1. To follow care and rehabilitation approaches as prescribed by her therapists being aware of ET's mental and physical limitations but promoting ET's independence and development at all times.
- 2. To include and work with ET in following plans and structure for the week.

3. To enable ET to maintain and further develop a good quality of life and be able to access appropriate leisure activities such as assisting ET when boating with family members or shopping with peer group.
4. To support ET in the maintenance of her role in the family.
5. To communicate with family members and relevant professionals as necessary.
6. To support ET in the use of any specialist physical rehabilitation equipment that her therapists suggest that she uses within sphere of competences.
7. To support parents of ET when and if they require help to carry out ET's day to day therapy as instructed by her therapists. *To be mindful that no Moving and Handling is to be carried out due to training being inaccessible at the current time of Coronavirus.*
8. To be to fully support ET in the usage of her eye gaze technology. To ensure that ET has the equipment available to her and in working use and that you are comfortable with using the technology.
9. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in their post as directed by ET's case manager.
10. To ensure ET has full opportunity to continue to access an education.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussions and problems caused by ET's additional needs.
- 1.2 Allow ET a freedom of choice and the opportunity to further develop her independence skills when appropriate and as directed by her therapists.
- 1.3 Maintain a positive yet realistic approach to enabling ET to complete life skills tasks. Offering support and encouragement at all times.
- 1.4 Be aware of exercises and techniques recommended by therapists working with ET and establish a routine in daily life with ET using these. *To be mindful that until Moving and Handling Training is carried out that no attempt to lead in Manual Handling to be completed. Due to training being inaccessible at the current time of Coronavirus.*

- 1.5 Support ET in the completion of her personal care needs. *To be mindful that no Moving and Handling is to be carried out due to training being inaccessible at the current time of Coronavirus.*
- 1.6 Continue to enable ET as opposed to completing tasks for her wherever possible.
- 1.7 To maintain hygiene in the management of her personal care needs. Encouraging independent skills such as brushing her own teeth.
- 1.8 To assist ET with her nutritional needs. Preparing and assisting her consumption where necessary. Instructions on how to prepare and assist ET with eating will be provided in the first instance by parents and where possible by Speech and Language therapist.

- 2.0 Be prepared escort ET to activities as needed.
- 2.1 Encourage ET to participate in activities as much as practicably possible and take part yourself when appropriate.
- 2.2 Know when to step back and observe and let ET socialise and participate with peers without adult interaction where possible.
- 2.3 Investigate local resources and establish communication networks to suggest appropriate activities to do with ET and then undertake these activities with the agreement of her parents.
- 2.4 Enable ET to attend and hold social dates with other children.

- 3.0 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning ET and her family.
- 3.1 Endeavour to maintain a professional and cordial relationship with ET's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 3.2 In the absence of her parents to communicate with professionals and organisations on ET's behalf.

3.3 When unsure of appropriate action to take, contact the case manager for advice.

4.0 Communicate with and support other carers in the team through handovers, team meetings, use of the diary etc.

4.1 Maintain a calendar of appointments etc.

4.2 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends.

4.3 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others. Current systems in place are whatsapp groups with parents and team members.

4.4 Keep copies of ET's therapy goals and notes of her progress as appropriate.

4.5 Keep ET's eye gaze technology in working order.

4.6 Ensure ET is given the time and patience to use her eye gaze technology to communicate.

5.0 To enable ET to complete her homework and any additional educational studies away from school.

5.1 Be able to assist ET with her School homework. This will mainly be by virtual means but there may be needs to assist with research topics and explore different avenues.

5.2 To elaborate on ET's interests to help her develop her knowledge in chosen topics.

6.1 All team member to be aware that domestic tasks relating to ET will need to be carried out whilst on duty and when safe to do so. Making sure ET is not requiring you whilst carrying out duties. These may include but not limited to: making ready school/regular clothes for next day, tidying away ET's therapy equipment/games she has interacted with during the shift.

6.2 Clearing away all meal/snack related items after ET has completed her consumption. Such as loading the dishwasher and returning items to the fridge that are no longer needing to be left out.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Personal Assistant/Support Worker Job Description outlining the responsibilities of a Personal Assistant/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
(Personal Assistant/Support Worker)

Date