

## **JOB DESCRIPTION – PERSONAL ASSISTANT (JD/JE)**

Job Description: Support worker / personal Assistant

Responsible To: Clients Deputy

Managed by: James Evans Case Manager

### **THE CLIENT**

I am a gentleman who has sustained a Traumatic Brain Injury, subsequently I have a number of physical and cognitive challenges. I require support in all aspects of my daily routine including personal care. Building, developing, and nurturing a therapeutic relationship with me and to support me in all areas of enablement and independent living.

The role of the Personal Assistant requires energy and enthusiasm to be a part of a dynamic rehabilitation team working in the community.

### **JOB SUMMARY:**

To work within my home in a rehabilitation facilitator / support worker role. Enabling me to lead as fulfilling and meaningful life as possible, maximising my independence and psychological well-being and safety at all times giving help with activities of daily living and rehabilitation.

Enable me to make my own choices and decisions whenever possible.

### **THE RESPONSIBILITIES OF THE PERSONAL ASSISTANT**

- To provide assistance with all care requirements including showering/bathing, toileting and elimination, dressing and night care needs.
- To administer medication as prescribed and to maintain associated medication records.
- Where required to prepare/supervise with meals, snacks and drinks.
- To enable me to access the local community and engage in appropriate activities in line with the overall rehabilitation programme and risk assessment.
- To promote my well-being and happiness.
- To provide assistance with all aspects of my on-going rehabilitation under the supervision of any treating Doctors and Therapists.
- To maintain a safe environment both in the home and in all community-based activities (subject to training and risk assessment).
- To transport me by driving my adapted vehicle, or any other vehicle deemed suitable (subject to appropriate assessment and insurance).
- To follow the Rehabilitation Programme agreed with my Case Manager and treating therapists.

- To be responsible for domestic chores linked with my overall care. These will include laundry, ironing and cleaning, and any additional tasks in the interests of providing a safe, clean, and efficient 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 my care.
- To attend regular 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 me and my family. All matters relating to my situation and family are to be treated as confidential and are not to be disclosed to a third party.

### **SKILLS REQUIRED**

<b><u>Support Worker / Carer required &amp; desired skills</u></b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
A desire to deliver the highest quality and standards of care.	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 IT and computer skills including the use of word and excel.	
Excellent record keeping and professional documentation.	
An ability to work flexibly, covering a range of shifts sometimes at short notice	
An ability and willingness to work creatively to maximise the qualitative experience of our client.	
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.	

### **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 and have proven experience of delivering therapeutic rehabilitation program.

Experience or an interest in working with neurologically impaired clients is desirable. A willingness to participate fully in training is essential.

I am looking for a bright, energetic, motivated individual, who has a robust and resilient personality, who is an empathic and committed individual to fulfil these unique and rewarding role.