

## **CCM12 PB - JOB DESCRIPTION**

Job Description:	Carer
Responsible To:	Becky Strange - Brain Injury Case Manager Olivia Whiteside – Assistant Case Manager
Employer:	Withy King Trustees Limited as Deputy for PB
Job Summary:	To work with client in a carer role, enabling and empowering her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times. To provide care that respects dignity.
Pay:	Weekday rate - £15 per hour Weekend rate - £17 per hour
Location:	Bicester
Requirements:	Relevant experience relating to the key goals of the role, as outlined.  Responsible, trustworthy and very reliable, attending all agreed shifts, unless for very good reason.  Genuine caring, sensitive and patient profile with ability to learn and follow training and assessment in regard to competence and confidence.  An outgoing personality, who can provide good company and who will enjoy talking with the client and taking her into town daily.  Good communicator, liaising with the client, her friends, family and other professionals involved.  Ability to work using IT for email and support worker documentation.

### **Key Goals:**

- (1) To support recommendations made by treating therapists and incorporate into daily routine.
- (2) To build rapport with the client and develop a good working relationship.
- (3) To empower the client to make choices and decisions with full information.
- (4) To support the client physically, as necessary, in line with professional guidance.
- (5) To maintain professional boundaries.
- (6) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (7) To be aware of the dynamics between client and her family members and communicate any concerns if the client is feeling overwhelmed.
- (8) Maintain good communication with other professionals in the team and support them as and when necessary, taking responsibility for completion of administrative tasks and paperwork, completing handovers, etc.
- (9) Read and keep updated with all CCMS policies and procedures.
- (10) To maintain and submit accurate, relevant records that monitors the efficacy and progress of any interventions recommended by professional therapists.
- (11) To ensure continuity and consistency of support.
- (12) To notify the case manager of any issues or concerns, immediately.

- (13) To establish effective relationships with the client and other members of the support team/to become a team player

### **Principle Responsibilities**

- To help and support the development of life skills for PB.
- To encourage and develop PB's strengths.
- To work in a manner that increases PB's independence.
- To explore, develop, and sustain beneficial activities for PB.
- To act as an advocate for PB.
- To ensure that PB is aware of and in agreement at all times with regard to actions and activities undertaken and the location.
- Assist with personal care.
- To obtain medical care for PB should any emergency occur whilst she is in your care.
- To be supervised and work under the direction of the brain injury case manager and to keep the case manager informed at all times of any problems or matters for concern that may arise.
- To accurately implement the actions agreed with the brain injury case manager and to accurately maintain written records also as directed by the case manager.
- To be trained by the brain injury case manager and professional therapists and to incorporate the training within your work.
- To support and advise PB and attend meetings appointments, etc, that have a bearing on her care and rehabilitation.

#### **Pay Monthly:**

A form will be forwarded to you for completion regarding details required. Hours will be collected in order to be sent to payroll before the 20<sup>th</sup> of the month. You will be paid by cheque/BACS by the 1<sup>st</sup> of each month or as soon as can be arranged thereafter.

#### **Contract:**

There will be a six-month probationary period with a formal appraisal thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate, etc.

Meetings:

You will be required to attend meetings with the case manager and treating professional team members, with the client.

A range of goals may be set at each therapy meeting, and these are to be carefully maintained by the support worker and written records to be kept.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by.