

JOB DESCRIPTION

Job Description: Support Worker

Responsible To: Case Manager

Supported by: Case Manager Assistant/ Team Leader

Job Summary: To work with the client in a rehabilitation and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living.

Requirements: Computer skills with ability to work using IT for email and completing team leader documentation.

Must be flexible and able to cover additional shifts for sickness and holiday cover.

You must have experience working with brain injury clients, mental health and challenging behaviour. We seek someone flexible, reliable and enthusiastic to work with a team of rehabilitation support workers and maintain a happy environment for our client.

Must hold a full driving licence and be happy to drive on motorways as required.

This is an exciting and challenging role and we seek dynamic, motivated and enthusiastic workers. This must be your main and only job role due to Covid-19.

Key Goals:

- (1) To work closely with the Neuropsychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours.
- (2) To ensure support worker documentation is accurately completed.
- (3) To work with the physiotherapist and put in place strategies and prescribed programmes under supervision and guidance. Refer to physio programme and goals.
- (4) To work closely with the occupational therapist to follow her support plan for the client under her guidance to

increase both physical and psychological functional ability. To use appropriate aids and equipment as taught as part of the clients daily routines after having been assessed as being confident and competent. Refer to OT programme and goals.

- (5) To work closely with the psychiatrist and implement prescribed strategies. To adhere to medication protocols and report any medication concerns.
- (6) To support recommendations made by health professionals therapist and incorporate into daily routine/care plan.
- (7) To be responsible for ensuring all medication is administered as prescribed,
- (8) To work closely with the case manager, keeping all matters reported and to attend meetings as required.
- (9) To work on an active programme of support for the client to include a range of activities. To work with the senior support worker who manages the activities programme To support recommendations made by the treating therapists.
- (10) To drive the client on outings. It is a requirement that you are able to drive and hold a valid licence at all times. To escort the client to therapy sessions if required.
- (11) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (12) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Help to keep the client's home clean and tidy. To complete shopping for the client. General housework duties.
- The client's washing and ironing to be kept up together. The client should always be well presented and cleanly dressed.

- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.
- Take the client shopping, outings etc.
- Support the client with her personal care

Petty Cash: Be responsible for any “petty cash” which may be made available to you and keep a record of expenditure

Pay Monthly: Completion of time sheet Hours will be collected in order to be sent to payroll before 19th of each month. You will be paid by BACS for the last Friday of the month.

Contract: There will be a six-month probationary period with a formal appraisal three months thereafter.

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

Liaison: All carers must attend meetings with the case manager and therapists and these meetings will be held not more frequently than monthly. However, it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangements to attend. You will receive payment for attending meetings or trainings sessions if not on duty at the time.

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

It is essential that you share some of our clients interest in nature, conservation, classical music, yoga dance poetry, arts and crafts and mindfulness/meditation and are able to lead activities with her.

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

Please acknowledge that you have received the Support Worker Job Description outlining the responsibilities of a 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