

JOB DESCRIPTION (TT/BS)

Job Description: Support Worker/Personal Assistant

Job Summary: To work with our client in a rehabilitation and support role promoting and enabling him to lead as independent and fulfilling life as possible. Maximising his physical, social and psychological wellbeing and ensuring his safety at all times. To be alert to his healthcare needs/status at all times and to be able to respond appropriately.

Much of his time will be spent in education and leisure of his own choice.

Key Goals

1. To work on a physiotherapy programme under the supervision and guidance of a chartered physiotherapist.
2. To give our client the opportunity and confidence to speak using the speaking valve. This will require specific instructions.
3. To encourage our client and support him with his educational programme.
4. To escort and drive our client on outings. It is a requirement that you are able to drive and hold a valid licence at all times.
5. To escort our client to hospital appointments and if he is admitted to hospital, to cover shifts so he always has a carer with him.
6. To escort our client on holidays.
7. Respect the need for confidentiality when our client or his family speak or communicate on matters of a private or personal nature.
8. To communicate with the team leader and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in this post. To cover other shifts when necessary so that our client is never left without care.

Aids to Daily Living

1. Help to keep our clients room clean and tidy.
2. Check emergency equipment is in place at the beginning of each shift, as per equipment checks set out in his programme.
3. Check and clean specialist equipment.
4. Report any breakages or faulty material as soon as possible.
5. Report any hazards or health and safety concerns as soon as possible.

6. Build in flexibility.
7. Carers to bring own food.
8. Carers to silence mobiles during lessons and films and to take phone calls away from our client.

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.

Signed

Date