

## **JOB DESCRIPTION (TT/BS)**

Job Description: Support Worker/Personal Assistant

Job Summary: To work with TT 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 TT's healthcare needs/ status at all times and to be able to respond appropriately.

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

### **Key Goals**

1. To support with exercise programme recommended by personal trainer.
2. To encourage TT and support him with his educational programme.
3. To escort and drive TT on outings. It is a requirement that you are able to drive and hold a valid licence at all times.
4. To escort TT to hospital appointments and if TT is admitted to hospital, to cover shifts so TT always has a carer with him.
5. Respect the need for confidentiality when TT or his family speak or communicate on matters of a private or personal nature.
6. 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 TT is never left without care.

### **Aids to Daily Living**

1. Help to keep TT's room clean and tidy.
2. Check emergency equipment is in place at the beginning of each shift, as per equipment checks set out in TT's 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 TT.

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 .....