

Job Description

- Job Description:** Support Worker for A
- Reporting to:** Team Leader who is supported and managed by CCMS Ltd and A's court appointed Deputy, Brian Bacon of Thomson Snell and Passmore.
- Job Summary:** To work alongside A in a facilitative role, enabling his integration into the community, supporting his day-to-day needs and resourcing suitable local facilities for social and educational needs.

Key Working Relationships

- A. Develop a rapport with A and maintain a constructive and objective relationship with him.
- B. Become acquainted with A's extended family, appreciating their roles in A's support network.
- C. Communicate with Team Leader as to any matters of concern.
- D. Liaise with other carers and relevant professionals and/or organisations when necessary.

Key Tasks

- 1. To follow care and rehabilitation approaches being aware of A mental and physical limitations and promoting A's well-being, comfort, and safety at all times.
- 2. To work with A in providing and following plans and structure for the week.
- 3. To enable A to maintain and develop his social life and leisure activities including his established circle of friends.
- 4. To support A in the maintenance of his role in the family.

5. To communicate with family members and relevant professionals as necessary.
6. To support A in the use of communication aids and speech.
7. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in this post.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussion and problems caused by A's head injury.
- 1.2 Allow A, a freedom of choice within a safe parameter; guide A in such a way as to enable him to make his own decisions.
- 1.3 Maintain a positive yet realistic approach to A offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with A and establish a routine in daily life with A using these.

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- 2.1 Assist A to plan activities and routines using memory aids, e.g. I pad, so all involved are aware and A is able to remind himself.

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- 3.1 Be prepared to drive/escort A to activities as needed.
- 3.2 Encourage A to participate in activities and take part yourself when appropriate.
- 3.3 Investigate local resources and establish communication networks and to find appropriate activities to undertake with A.

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- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning A and his family.
- 4.2 Endeavour to maintain a professional and cordial relationship with A's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 4.3 Communicate with professionals and organisations on A's behalf if he feels unable to do so; however, encourage A's independence in this sphere.
- 4.4 When unsure of appropriate action to take, contact the team leader and if not available CCMS Ltd for advice.

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- 5.1 Communicate with and support other in the team through handovers, team meetings, use of the diary etc.
- 5.2 Maintain a diary of appointments etc.
- 5.3 Maintain a telephone book of contact names and addresses, e.g. GP, HR Manager, clubs, relatives and friends.
- 5.4 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

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Signed
(Support worker)

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