

JOB DESCRIPTION (CCM1507)

Job Description: Support Worker
Responsible To: Lead Case Manager Becky Strange

Tel: Main Office 01608 682522

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

Requirements Ability to work flexibly, as part of a team, follow intensive rehabilitation therapy programmes and keep comprehensive documentation.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Good sense of humour and communication skills, able to work as part of a team and use your initiative.

Must hold a full driving licence.

Key Goals:

- (1) To follow a physiotherapy programme under the Supervision and guidance of the treating neuro physiotherapist. Refer to physio programme and goals.
- (2) To follow the occupational therapy programme to increase both physical and psychological functional ability and using appropriate aids and equipment as apart of daily routines.
- (3) To follow the speech and language therapy programme to promote communication, or motor skills and incorporate this within the daily routine.
- (4) To follow the treating neuro psychology programme, implementing recommended strategies to increase interaction, orientation.

- (5) To work on an active programme of support and rehabilitation. Complete all required documentation relevant to all support and therapy provided.
- (6) To escort our client to therapy sessions and for outings, to drive him on outings when a vehicle is available (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times.
- (7) Respect the need for confidentiality for our client and his family on matters of a private and personal nature.
- (8) Enable our client to make choices and decisions when ever possible.
- (9) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Help to keep our clients room clean and tidy.
- ii) Our clients washing to be kept up together. He is always to be well presented and cleanly dressed.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take him shopping, outings etc.
- vii) Keep him clean and bathed, with special attention to mouth care.

Petty Cash: Be responsible for any “petty cash” which maybe made available to you and keep a record of expenditure with receipts for the case manager.

Pay Monthly: Timesheets to be submitted before the last Friday in the month. You will be paid by cheque/BACS for the 1st of each month or as soon as can be arranged thereafter.

Contract: There will be a three-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 support workers must attend meetings with the case manager and these meetings will be held not more frequently than monthly. However it should it be necessary to call a meeting earlier, 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.

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

Signed

Date