

JOB DESCRIPTION MD/TR

Job Description: Rehabilitation Support Worker

Responsible To: Case Manager

Job Summary: To work with the Case Manager and Team Leader in a rehabilitation and support role, enabling the client 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 (refer to risk assessment document).

Requirements Ability to work using IT for email and comprehensive support worker documentation.

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

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

Key Working Relationships

- Form a rapport with the Client and maintain a professional, constructive and progressive relationship.
- Establish and maintain a constructive relationship with the professional staff participating in the client's rehabilitation/support plans.
- Develop and maintain a positive working relationship with the other staff members, the client's family, anyone important to them and the Case Manager while communicating any matters of or concern or interest on behalf of the Client.

Key Goals:

- 1 To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems and any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
- 2 Generally, to work on an active programme of support to include a range of activities, that support recommendations made by the treating therapists.
- 3 To escort MD for outings, and to drive him on outings (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. Holidays will be by arrangement.
- 4 Respect the need for confidentiality when MD or their family speak/communicate on matters of a private and personal nature.
- 5 Enable MD to make choices and decisions whenever possible.
- 6 Read and keep updated with all CCMS policies and procedures and follow training as taught at all times.
- 7 Adhere to the staff handbook and any updates that are made available.
- 8 Discuss immediately with the Case Manager any concerns of any nature that concern the client their family or employment matters.

Aids to Daily Living:

- i) Help MD to maintain his home environment.
- ii) MD's washing and ironing to be kept up together.
- iii) To offer MD the choice of clean clothes on a daily basis and encourage him to be well presented and cleanly dressed.
- iv) Respecting a need for privacy.

- v) Report any breakages as soon as possible.
- vi) Report any hazards or health and safety concerns as soon as possible.
- vii) Check all equipment is in safe working order as per risk assessment requirements.
- viii) Take MD shopping, outings and weekends away and or holidays as arranged.

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

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected in order to be sent to payroll before the last Friday in the month. You will be paid by 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, followed by regular supervisions both formal and informal.

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

An individualised contract will be made available by the employers as soon as completed.

Training: All members of the care team will attend formal training and will either hold the New Care Certificate or be enrolled on the course normally within the first 3 months of working with the client.

You will be expected to undergo a short driving assessment.

Liaison: All carers must attend regular 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 important to maintain a realistic outlook on MD's abilities.

Please acknowledge that you have received the Support Worker Job Description outlining the generic responsibilities of a Support Worker which will be discussed in more detail as part of your training.

This is not an exhaustive list and other tasks maybe introduced according to the client's needs and to reduce risk where indicated to be unacceptably high for any reason.

*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

Signed

Date