

JOB DESCRIPTION (TM/GW)

Job Description: Bank Support Worker

Responsible To: Case Manager Gill Walker

Supported by:

Tel: Main Office 01608 682 522

Job Summary: To work with TM in a care and support role, *mainly providing night time care*. However, there may be day time shifts as well to enable her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety always giving help and assistance with all activities of daily living. (Refer to risk assessment documents).

Requirements Ability to work using IT for email, record-keeping and uploading support worker documentation.

Must have a genuine caring profile with ability and motivation to learn.

Will be prepared to implement prescribed therapy following training and assessment regarding competence and confidence.

Care Certificate / Level 2 award in Health and Social Care or equivalent. Candidates working toward L Care Certificate / Level 2 award in Health and Social Care or equivalent will be considered.

A team of treating therapists are in place.

Key Goals:

To establish an effective night time routine in conjunction with the parents

To promote good sleep pattern to achieve adequate rest and comfort

To provide personal care.

To implement the 24 hour postural management programme required to maintain good bodily alignment. Refer to and apply OT programme for postural management.

To implement instructions and approved programmes from the different therapists involved in TM's care. Refer to and apply therapy programme and goals.

To work on speech/communication skills under the supervision of a speech therapist and encourage confidence by building all types of communication.

To provide interaction, stimulation and opportunities for play using the resources available at appropriate times. Apply any approved recommendations made by the therapists towards learning through stimulation and play.

To escort TM to therapy sessions and for outings if required.

Respect the need for confidentiality when TM or their family speak/communicate on matters of a private and personal nature.

Encourage and enable TM to make choices and decisions whenever possible.

Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- To promote TM's health, well-being and happiness.
- To provide assistance with all care requirements, continence needs, dressing, feeding, preparing her for rest and sleep.
- To carry out any cleaning or other domestic tasks specifically connected to the TM's care.
- Check and assist to maintain stocks of 'in date' supplies / disposables / medications.
- Check and maintain the cleanliness of toys and equipment used by TM.
- Regularly inspect TM's therapeutic equipment to ensure it is in good order
- To prepare and administer blenderised PEG feeds and administering of medications via gastrostomy (once trained and assessed as competent to do so).
- To prepare and administer medication as prescribed via PEG, under the guidance of the client's parents and in line with relevant protocols (once trained and assessed as competent to do so).
- To replace TM's button PEG device should it come out between planned changes (once trained and assessed as competent to do so).

- To provide a programme of sensory stimulation activities in line with the guidance of relevant therapists.
- To provide stimulation through appropriate activities/social interaction.
- To accompany TM to various appointments and planned activities if required.
- To assist TM to get around in her wheelchair as appropriate
- To maintain a safe environment for TM and relevant others.
- From time to time may be required to accompany the family on holidays away from the family home.

Coordination of Care:

- To follow the care plan as agreed with TM's parents and overseen by the case manager.
- To advise the client's parents of any concerns regarding her physical and psychological health.
- To use initiative when unforeseen events occur and the parents are not directly available to provide guidance.
- To work alongside TM's family and encourage positive relationships and integration.
- To work as a member of a care team to ensure good communication, flexibility, and a consistent approach to the client's care.
- To attend team meetings and training sessions as requested.
- To make a detailed daily report following each duty regarding TM's care and welfare.
- To liaise with the employer via case manager for annual leave requests and alerting the employer of sickness that will prevent them working, in order that a replacement can be organised.
- To liaise with TM's family and case manager about general progress and regarding all incidents that are either unusual or which give rise for concern.
- To undertake any other activity commensurate with TM's needs as directed by the parents or case manager: part of your role is to carry out any reasonable request as directed by the parents or case manager

Confidentiality Issues:

- To maintain confidentiality in all matters relating to TM's personal and clinical needs within the parameters of clinical necessity, i.e. within the family, support team, case manager, multidisciplinary team on a strictly 'need to know' basis.

- To maintain confidentiality in all matters relating to TM's situation and family. No such information is to be disclosed to a third party.
- To respect the private space of TM and her family and their right to a private family life.

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: A form will be forwarded to you for completion regarding details required. Hours must be submitted on or before the 26th of each month in order to be sent to payroll. 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 six-month probationary period followed by regular appraisals of performance.

Initially a letter of appoiniaent 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. Should it exceptionally be necessary to call a meeting more frequently 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 may be set at multidisciplinary team meetings, and these are to be carefully maintained by the support workers and written records must be kept. It is important to maintain a realistic outlook on TM's abilities.

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 this role which will be discussed in more detail as part of your training.

Signed

Date