

JOB DESCRIPTION (RW/JW)

Job Description:	Therapy Buddy / PA
Supported by:	Case Manager – Rosanna Westwater
	Tel: Main Office 01608 682 522
Job Summary:	<p>To provide our client with support at weekends and during the holidays to promote his independence by ensuring that any therapy programmes and strategies are implemented in an enjoyable and creative way through a range of activities and experiences.</p> <p>The role of the Therapy Buddy is to assist and enable our client to lead as fulfilling a life as possible, maximising his physical and psychological well-being, progressing his independence and ensuring his safety at all times giving help an (Refer to risk assessment document).</p>
Requirements	<p>Ability to work using IT for email and Buddy / PA documentation.</p> <p>Genuine caring profile with experience of working as a PA/ Buddy with the ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive on motorways as required.</p>

Key Goals:

- 1) To provide high quality support to our client so that he feels safe and valued.
- 2) To provide our client with a range of age appropriate activities that keep him physically fit, engaged and interested.

- 3) To promote emotional and psychological well being through positive modelling and a sound understanding of acquired brain injury.
- 4) To work on a Physiotherapy programme under the Supervision and guidance of a neuro physiotherapist.
- 5) To work on his speech and communication under the supervision of a speech therapist and encourage confidence in all communication. Please refer to SLT programme and goals.
- 6) To work on an Occupational Therapy programme under their guidance to optimise functional ability and independence wherever possible.
- 7) To work holistically on an active programme of support to include a range of activities, both enjoyable and functional; implementing recommendations made by the therapists.
- 8) To accompany him to any planned outings or appointments. To use your own car to drive him on outings.
- 9) Respect the need for confidentiality when our client or his family discuss matters of a private or personal nature.
- 10) Enable him to make appropriate choices and decisions whenever possible
- 11) Read and keep updated with all CCMS policies and procedures.

Activities of Daily Living

- i. Help to keep his room clean and tidy.
- ii. Ensure he is always well presented and appropriately dressed for any given activity
- iii. Ensure he is clean and bathed, assisting with prompting of personal care regimes as required.

- iv. Ensure he is encouraged to eat and drink well. Encourage high calorie drinks, meals and snacks to encourage growth and weight gain.
- v. Provide him with a range of activities and options that include indoor and outdoor leisure pursuits and balance these with a combination of both physical and creative interests.
- vi. Report any breakages as soon as possible
- vii. Report any hazards or health and safety concerns as soon as possible.
- viii. Ensure a clear walkway for our client at all times to support his visual perception difficulties and avoid hazards that could result in trips and falls.

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. Timesheets will need to be submitted on 20th of each month to be sent to payroll before the last Friday in the month. You will be paid by BACS on the last working day 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 carers must attend meetings with the case manager and therapists and these meetings will be held not more frequently than 3 monthly on a face to face basis 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 by each therapist, and therapy strategies identified. These strategies are to be effectively implemented and the outcomes recorded in the daily records. It is important to maintain a realistic outlook on our clients abilities.

Part of your role is to carry out any reasonable request.

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

Signed

Date