

JOB DESCRIPTION

Job Description:	Bank Support Worker/Personal Assistant
Responsible To:	Marie Couch, Case Manager
Supported by:	Joanna Lum Wai, assistant case manager
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 and giving help and assistance with all activities of daily living.
Requirements	<p>Ability to work using IT for email and support worker documentation.</p> <p>Genuine caring profile with 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 a large vehicle in city traffic and on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

To provide support with any therapy programmes and take part in any therapy sessions.

To accompany him on outings and escort him to and from school (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.

To support him with all areas of activities of daily living, including bathing and feeding.

To respect the need for confidentiality when the client or his family communicate about matters of a private and personal nature.

To enable the client to make choices and decisions.

To read and keep updated with all CCMS policies and procedures

To report any hazards or health and safety concerns as soon as possible. To check that all equipment is in safe working order as per risk assessment requirements.

To be responsible for any “petty cash” which may be made available to you and keep a record of expenditure with receipts.

Pay Monthly:

A form will be forwarded to you for completion with details of hours worked. This will be collected and sent for payment before the 24th of each month. you will be paid by the 1st of each month.

Contract:

There will be a three-month probation 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, these will not be more frequently than once a month. However, it may be necessary to call a meeting more frequently than this and you will be expected to make all reasonable arrangements to attend. You will receive payment for attending meetings or training sessions if not on duty at the time.

The support workers are to keep written records.

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

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

Signed

Date