

## **JOB DESCRIPTION (BD/JD)**

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| Job Description: | Vocational Therapy Assistant   |
| Responsible To:  | Jenny Davies (Case Manager)  |
| Job Summary:     | <p>To work with a young lady as a Vocational Therapy Assistant to help her follow her desires and goals of working with animals, engage in travel and visit places of interest.</p> <p>To help her live a fulfilling life, whilst maximising her physical and psychological well-being and safety. Providing her with assistance with her household chores and engagement in her chosen vocational occupations.</p>  |
| Requirements     | <p>Ability to work using IT for email and completion of daily record keeping documentation as required for the position.</p> <p>Have a genuine caring profile with ability to learn and implement prescribed therapy and working with the client to achieve her therapeutic goals.</p> <p>Must hold a full and valid driving licence and be happy to drive in and around cities, on motorways and longer distances if required.</p> <p>Holidays will be by arrangement.</p> <p>Have empathy and understanding of sociable persons with cerebral palsy who enjoys animals and going out and about in the community.</p> <p>Enjoy and active and healthy lifestyle and be able to support and facilitate client engage with their vocational hobbies and interests.</p> <p>Be responsible, have good communication skills, have a sense of humour.</p> |

Be flexible to meet clients' needs and be prepared to work on weekends or evenings.

To work with the client in managing her house-hold chores.

Be able to support the client prepare simple snacks and drinks and to manage their wardrobe.

Report any hazards or health and safety concerns as soon as possible to Case Manager.

Check all equipment is in safe working order as per risk assessment requirements.

Be responsible and be able to support client to attend her personal or medical appointments, on shopping trips or outings as she requires.

Must be comfortable being around and handling small animals and with the client's pet.

**Key Goals:**

- (1) To work with the client to motivate and organise interesting activities and days out that link in with the client's aspirations and therapeutic goals.
- (2) To support the client in joining and engaging in social activities with friends and family and engage in leisure activities and pursuits of the client's interest and as guided by the therapy programmes.
- (3) Be an animal lover.
- (4) To support the client to follow their physiotherapy programme and recommendations under the supervision and guidance of a neuro-physiotherapist. Refer to physio programme and goals when available.
- (5) To support the client whilst following their occupational therapy programme with guidance to increase both physical and psychological functional ability. To support the client using their prescribed aids and equipment as

taught and as part of the client's daily routines when assessed as competent to do so. Refer to OT programme and goals when available.

- (6) If required to work with the clinical psychologist implementing taught strategies to increase functioning and manage cognitive difficulties. Refer to clinical psychologist's goals and strategies for management when available.
- (7) To escort the client to therapy sessions and for outings, personal and medical appointments as required and to drive her on outings (providing you have been accepted under the motor insurance).
- (8) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (9) Enable the client to make sensible choices and decisions whenever possible.
- (10) Read and keep updated with all CCMS policies and procedures.

**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 on order to be sent to payroll before the last Friday in the month. You will be paid by cheque/BACS for the 1<sup>st</sup> 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 vocational therapy assistants must attend 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 Client's abilities.

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

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

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

Signed .....

Date .....