

JOB DESCRIPTION (JF/SD)

Job Description:	Support Worker
Responsible To:	Case Manager- Sabrina Dodson- 07961 515580
Supported by:	Clinical Liaison Nurse
Job Summary:	To work with Client 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.
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>Desirable to hold a full driving licence and happy to drive on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- (2) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- (3) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding Client's ability combined with the therapeutic needs of positioning and postural management. Note this may

require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

- (4) To work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (5) To be in attendance during the Client's therapy sessions and escort her on outings It is a desirable requirement that you are able to drive and hold a valid licence at all times. (providing you have been accepted under the motor insurance.) Holidays will be by arrangement.
- (6) Respect the need for confidentiality when Client's team or their family speak/communicate on matters of a private and personal nature.
- (7) Enable Client to make choices and decisions whenever possible.
- (8) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Domestic chores in relation to client.
- ii) Client is Peg fed so support worker will need to undergo training to ensure informed practise is being used.
- ii) Complete full personal care for the client.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take Client shopping, outings etc.
- vii) Keep Client clean and bathed with special attention to mouth care.

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 will be collected in

order to be sent to payroll before the 21st of 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 six-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 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 Support Worker Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed

Date