

## **Job Description (LB/DDa)**

**Job Description:** Support Worker

**Responsible To:** Solicitor Tracy Norris-Evans  
Case Manager Debbie Dack

### **Job Summary:**

To work with our 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:**

Ability to work using IT for email and support worker documentation.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Must hold a full driving licence and happy to drive on motorways as required.

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 physiotherapist.
- (2) To work on Speech/communication under the supervision of a speech therapist.
- (3) To work with the neuro psychologist implementing any strategies to improve/prevent unacceptable behaviour.
- (4) To work on an active programme and support the client in planned activities including homework. The client will need you to drive him to these activities
- (5) To escort the client to therapy sessions
- (6) Respect the need for confidentiality when the client or his family need to speak about sensitive issues
- (7) Enable the client to make choices whenever possible
- (8) Read and keep updated with all CCMS policies and procedures

### **Aids to Daily Living:**

- (1) Help the client keep his room clean and tidy
- (2) Clients washing and ironing to be kept up together

- (3) Report any hazards or health and safety issues as soon as possible.
- (4) Check all equipment is in safe working order.
- (5) Escort the client to his activities and too and from School
- (6) Assist the client in bathing or showering and also assist with toileting needs.
- (7) Assist with feeding and preparation of meals and encourage the client to participate in simple meal preparation

**Petty Cash:**

Be responsible for any petty cash used for activities or outings and keep receipts

**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 of every month. You will be paid by cheque/BACS for the 1<sup>st</sup> of each month.

**Contract:**

There will be a three month probationary period with a formal appraisal three months thereafter.

Initially a letter of appointment will be sent detailing holiday entitlement and hourly rates.

**Liaison:**

All support workers must attend meeting with the case manager and therapists and these meetings will not be 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 any meetings or therapy session you attend whilst not on duty.

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 .....