

JOB DESCRIPTION (CG/RD)

Job Description: Support Worker
Responsible To: Case Manager Rachel Dodwell
Supported by: Assistant Case Manager Joanna Lum Wai

Job Summary: To enable CG to lead as fulfilling and fun life as possible, always maximising his physical and psychological well-being and safety, in line with their care plans and risk assessments. To work alongside his mother in helping to care for our client in his day to day needs, including assisting with some light domestic duties. To work alongside his therapy team in the completion of his ongoing therapy programmes.

Your working hours will include after school, weekends, school holidays and maybe the occasional night.

Requirements Ability to work using IT for email and support worker documentation on Word and Excel. To be able to record and report in line with company policy and procedure.

Energetic, fun, and caring profile, with the ability to learn and implement prescribed therapy following training and assessment, regarding competence and confidence.

To be able to respectfully communicate with young people, remain calm, have a flexible approach to challenging behaviours.

To have the ability to form relationships with a range of family members and professionals involved.

To be to drive short and long distances with client on all types of roads.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on an occupational therapist's 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.
- (2) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Give opportunity for communication. Refer to SLT programme and goals.
- (3) To work with a clinical psychologist implementing taught strategies to increase functioning and manage any difficult behaviours and promoting a healthy sleeping pattern. Refer to clinical psychologist's goals and strategies for management.
- (4) Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (5) To support CG with developmental play, therapy sessions and outings, and to transport him on outings. Holidays will be by arrangement.
- (6) Respect the need for confidentiality when CG or their family speak/communicate on matters of a private and personal nature.
- (7) Enable CG to make choices and decisions whenever possible.
- (8) Read and keep updated with all CCMS policies and procedures

Activities of Daily Living:

- i) Help to keep CG's room clean and tidy.
- ii) Undertake CG's washing and ironing if required.
- iii) CG to be always well presented and cleanly dressed.
- iv) Report any breakages as soon as possible.

- v) Report any hazards or health and safety concerns as soon as possible.
- vi) Check all equipment is in safe working order as per risk assessment requirements.
- vii) Take CG to after-school clubs and outings etc.
- viii) Keep CG clean and bathed.
- ix) Assist with feeding using techniques, which will be taught to you. Special attention to mouth care.
- x) Assist with toileting regime and ensure CG's hygiene is always maintained.
- xi) Prepare CG any meals, drinks and snacks as requested by his mother.
- xii) Administer any medication required.

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 around the 23rd of each month. You will be paid by cheque/BACS for the 1st of each month.

Contract: There will be a three-month probationary period with a formal appraisal every year.

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 attendance at 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 CG'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.

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

Signed

Date