

## **JOB DESCRIPTION (KS/MT)**

Job Description:	Paediatric Support Worker/Buddy
Responsible To:	Marie Taylor, Case Manager on behalf of the Employer
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 traveling to and from activities and classes outside school. (Refer to risk assessment document).
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 on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out:

### **Key Goals:**

- To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability. Refer to OT programme and goals.
- To work on speech/communication under the supervision of a speech therapist. Follow any instructions regarding the clients' ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Refer to SLT programme and goals.
- To escort the client to therapy sessions and to activity sessions/classes outside of school hours, and to drive him on outings (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. Holidays will be by arrangement.

- Respect the need for confidentiality when with the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- Read and keep updated with all policies and procedures relating to your role as made available by CCMS Ltd.

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

- To support the client with carrying out their daily routine.
- To support the client with carrying out therapy programmes as instructed by the therapist.
- To support the client in access activity sessions and classes outside of school hours.
- To support the client in developing the skills required for accessing the community safely, i.e. road safety, stranger danger, asking directions etc

**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 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 the clients'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 .....

SAMPLE