

Job Description (BS/DJ)

Job Description: Experienced Brain Injury Rehabilitation Support Worker

Responsible To: Case Manager Denise Jones

Job Summary:

To work with a 36 year old lady in a rehabilitation and support role, enabling her to lead as fulfilling a life as possible, maximising her physical and psychological well – being and safety at all times giving help and assistance with all activities of daily living. She will be transferring to home in Sept following an extended period in hospital. She has family support close by.

Requirements:

We are looking to employ a full time 35 hours a week experienced Support Worker from 10/10.30am-4/430pm who must be bubbly with a good sense of humour and flexible . Weekend work may be required by agreement but not frequently . A second support worker ,bank, is needed initially for a period of transition. Then hours will be reviewed with the client and case manager.

Our client requires experienced support workers with knowledge and skills in working with brain injury, mental health and challenging behaviour. She will need support to manage her home and she enjoys beauty treatments, shopping music, and socialising. This will all need exploring with her and assistance to look after her home. To oversee her mental and physical health liaising with health care professionals as required in consultation with the client.

This will include close monitoring of her medication and being able to obtain observations and record appropriately. A very high standard documentation is essential.

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

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

Must be willing to work alongside clients family

Key Goals:

- (1) To work on a rehabilitation programme to help her to adjust to living at home and assist her to be as independent as possible
- (2) To engage her in day to day activities and develop her hobbies and interests.
- (3) To monitor and prompt with medication and reordering of medication.
- (4) To accompany her to a variety of excursions, taking in account her interests.
- (5) Respect the need for confidentiality when the client or her family need to speak about sensitive issues
- (6) Enable the client to make choices whenever possible
- (7) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- (1) Ensure the clients bungalow is kept clean and tidy at all times.
- (2) You will be responsible to support her with laundry and domestic support and encouraging her independence.
- (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 her activities

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 1st 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 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. All support workers are expected to undergo a full induction and must make themselves available to attend this induction and training.

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