

JOB DESCRIPTION

Job Description: Support Worker

Responsible To: Case Manager

Employed by: The Court Appointed Deputy on behalf of the Client

Job Summary: To work with the client in a rehabilitation maintenance and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times.

Prompting with activities of daily living to also enhance her physical skills and social activities, planning and assisting with social and community-based activities.

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:

- To work on an active programme of support to include helping plan a range of activities to enable our client to maintain her levels of physical activity. To support recommendations made by the treating therapists and incorporate into routine.
- To support our client to therapy sessions and outings, i.e. Headway, RDA (Riding for the Disabled) and the gym.
- To plan research and book outings with our client to promote social life and family contact.
- To drive our client on outings (providing you are accepted under the motor insurance). It is a requirement that you hold a valid UK/EU licence.

- Respect the need for confidentiality when 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.
- Plan and facilitate short breaks and holidays.
- Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Prompt the client with personal care and help as necessary with personal hygiene, to be always well presented and cleanly dressed.
- To encourage the client to choose outings and activities, working around her weekly routine of events.
- To keep daily records and documentation.
- To keep the clients home clean and tidy, clean bedding, washing and ironing.
- To facilitate the client in the purchase of items as needed for the upkeep of the home and garden.
- Check all equipment is in safe working order as per risk assessment requirements.
- Report any hazards or health and safety concerns as soon as possible.

Holidays:

Annual leave pro-rata is booked by arrangement. You will also be asked to cover other support workers holidays whenever possible.

Training: All support workers will be given an induction period, and will also be expected to undertake the specialist Care Certificate Training set up by CCMS.

Liaison: Attending meetings with other team workers arranged by the Case Manager likely to be one or two monthly. A range of goals maybe set at each meeting, which are to be maintained by the support workers and written records to be kept.

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 1st 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.

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