

## **JOB DESCRIPTION**

**Job Description:** Support Worker

**Responsible To:** Franchesca Parsons, Employer

**Job Summary:** To work alongside his mother in helping her to care for our client supporting his day-to-day needs. To provide our client with stimulation, work under the guidance of the therapists to reinforce routine and handling that will enable our client to make sense of his world. To become confident and competent in looking after him and his specialist equipment and ensuring his safety at all times. To take into account his mothers wishes and guidelines. To assist with light domestic duties.

### **Key Working Relationships:**

- Develop a rapport with our client and his family and maintain a constructive and objective relationship.
- Communicate with his mother as to any matters of concern.
- Liaise with therapists and other relevant professionals.
- Light domestic duties to support his family.

### **Key Tasks:**

- To follow care and rehabilitation approaches being aware of our clients cognitive and physical limitations and promote his wellbeing, comfort and safety at all times. Our clients wellbeing is always a priority.
- To ensure that the plans and routine are provided to our client to ensure good sleep. To become competent in caring for him at night times, not only assisting with his ventilator, but also ensuring that his needs are met for a good and comfortable night sleep.
- Change and clothe our client to get him ready for his day, and to care for his incontinent needs to ensure dignity and privacy are met.
- To take and support our client at school. To help support him with his education and needs whilst at school.

- To become confident and competent in caring for all his specialist needs, such as tracheotomy care, PEG care and PEG feeding.
- To support our clients mother and two siblings in leading as normal and stress-free life as possible. Ensuring good interaction with all family members and allowing good relationships to build and develop. To also support the family as required.
- To learn how to administer the appropriate medications safely.
- To communicate with family members and relevant professionals as necessary.
- To communicate effectively with our client and build a good rapport, to develop a good working relationship which will enable our client to develop as a young boy. To ensure that play is also incorporated within his daily routine.
- To communicate with our clients mother and the Team Leader, taking responsibility for the completion of the administration and paperwork necessary in this post during your work periods.
- To support the family in their interactions with our client.
- To work alongside therapists, ensuring that goals made are met in accordance with their assessments.

**Main Duties and Responsibilities:**

- Ensure safety and comfort of our client at all times and be aware of potential problems caused by his disabilities. To follow techniques and routines as used by his mother and therapists for daily living.
- Ensure safety when caring for any of our clients specialist equipment and never to act out of own limitations or boundaries. To also ensure that any concerns or problems with tracheostomy or PEG site is communicated effectively with appropriate persons.

- To take responsibility in ensuring our client is ready for his day and using techniques and routines provided by therapists. Making sure that all his activities of daily living are met and that his personal needs are also met.
- To support our client with his education and learning whilst in and out of school, to allow him to develop as a young boy.
- To ensure that effective communication is used and to also develop his communication skills using therapist advice and plans.
- To be aware of exercises and techniques recommended by therapists working with our client and establish a routine in daily life with our client using these.
- Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning our client and his family. Provide tactful unobtrusive supervision.
- Endeavour to maintain a professional and cordial relationship with our clients family, not becoming personally involved in affairs and reporting matters of concern to the **job description previously said Case Manager**.
- Communicate with professionals and organisations on our clients behalf if you notice that he likes/dislikes something in particular or reacts well to something.
- When unsure of appropriate action to take, contact the clients mother for advice.
- Communicate with and support other professionals in the team through handovers, team meetings, use of the diary and templates etc.
- Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

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 .....