

JOB DESCRIPTION (SA)

Job Description: Support Worker Buddy

Responsible To: Denise Jones Case Manager Tel 07500930665

Supported by: Robert Jones Assistant Case Manager

Office: 01608 682522

Job Summary: To work with our client in a rehabilitation and support role, enabling him to lead as fulfilling life as possible, maximising his physical and psychological wellbeing and safety at all times giving help with activities of daily living.
To support our client in his home.
To act as a buddy and companion .
Completing all documentation and reviews.
Responsible for monthly rotas and submission of time sheets for payroll.
Liaise with the case manager as required.

Key Goals:

(1) To support our client with a physiotherapy and exercise programme under the supervision and guidance of a chartered physiotherapist.

(2) To work on an active programme of support to include a range of planned and documented activities.

(4) To support recommendations made by health professionals therapist and incorporate into daily routine/care plan.

(5) To escort our client on outings in his vehicle or specialist equipment

(6) Respect the need for confidentiality when our client speak on matters of a private and personal nature.

(7) Enable our client to make choices and decisions whenever possible.

Aids to Daily Living:

i) Help to keep our clients bedroom and bathroom clean and tidy.

ii) Support with personal care as requested.

iii) Report any breakages as soon as possible.

iv) Report any hazards or health and safety concerns as soon as possible.

v) Check all equipment is in safe working order as per risk assessment requirements. Set up FES bike.

Petty Cash: Be responsible for any “petty cash” which may be made available to you and keep a record of expenditure with receipts.

Pay Monthly: Hours to be confirmed by case manager and collected, in order to be forwarded to the Wages Clerk.

You will be paid by BACS by the end of each month or as soon as possible thereafter.

Contract: To commence after a three month probationary period and to be reviewed three months later.

Initially a letter of appointment will be given which will contain you holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: To attend meetings with the case manager or therapists and these meetings will be.

Held not more frequently than monthly unless urgently required.

Comprehensive written records to be kept.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by and requirements change.

Please acknowledge that you have received the Job Description outlining the responsibilities of a support worker which will be discussed in more detail as part of your training.

Signed

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