

KC/RM Job Description

- Job Description:** Support Worker for KC
- Reporting to:** Richard Miller, Case Manager, the Team Leader and KC's court appointed Deputy Brian Bacon
- Job Summary:** To work alongside KC in a facilitative role, enabling her integration into the community, supporting her day-to-day needs and resourcing suitable local facilities for social and emotional needs.

Key Working Relationships

- A. Develop a rapport with KC and maintain a constructive and objective relationship with her.
- B. Become acquainted with KC's extended family, appreciating their roles in KC's support network.
- C. Communicate with team leader/case manager as to any matters of concern.
- D. Liaise with other carers and relevant professionals and/or organisations when necessary.

Key Tasks

- 1. To follow care and rehabilitation approaches being aware of KC's mental and physical limitations and promoting KC's well-being, comfort, and safety at all times.
- 2. To work with KC in providing and following plans and structure for the week.
- 3. To enable KC to maintain and develop her social life and leisure activities including her established circle of friends.
- 4. To support KC in the maintenance of her role in the family.
- 5. To communicate with family members and relevant professionals as necessary.

6. To enable KC to achieve as much independence as possible with key day to day tasks.
7. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in this post.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussion and problems caused by KC's head injury.
- 1.2 Allow KC a freedom of choice within a safe parameter; support K in such a way as to enable her to make her own decisions.
- 1.3 Maintain a positive yet realistic approach to KC offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with KC and establish a routine in daily life with K using these.

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- 2.1 Assist KC to plan activities and routines using memory aids, e.g. technology, so all involved are aware and K is able to remind herself.

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- 3.1 Be prepared to drive/escort KC to activities as needed.
- 3.2 Encourage KC to participate in activities and take part yourself when appropriate.
- 3.3 Investigate local resources and establish communication networks and to find appropriate activities to undertake with KC
- 3.4 It is an essential part of this role to be able to carry out day to day housework and maintain a clean and tidy home environment for KC

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- 4.1 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning KC and her family.
- 4.2 Endeavour to maintain a professional and cordial relationship with KC's family, not becoming personally involved in affairs and reporting matters of concern to the team leader/ case manager.
- 4.3 Communicate with professionals and organisations on KC's behalf if she feels unable to do so; however, encourage KC's independence in this sphere.
- 4.4 When unsure of appropriate action to take, contact the team leader and if not available the case manager for advice.

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- 5.1 Communicate with and support other carers in the team through handovers, team meetings, use of the diary etc.
- 5.2 Maintain a diary of appointments etc.
- 5.3 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends.
- 5.4 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

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Signed
(Support worker)

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