

JOB DESCRIPTION (NS/YA)

Job Description:	Therapy Assistant/Buddy
Responsible To:	Case Manager Yana Albino
Job Summary:	<p>To work with the client in a rehabilitation, play based and support role, enabling him to undertake his physiotherapy, speech and language therapy and occupational therapy rehabilitation programmes.</p> <p>To work with him to develop skills in activities of daily living, accessing the community and participate in social activities independently.</p> <p>To assist with completing any home-learning (primary level).</p>
Requirements	<p>Confident with animals and swimming/water.</p> <p>Physically active.</p> <p>Ability to work using IT for email and support worker documentation.</p> <p>Ability to develop a relationship with an active 6-year-old boy interested in sports and swimming.</p> <p>Must hold a full driving licence and happy to drive on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and implement goals into his daily routine and play.
- (2) To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability. Refer to OT programme and implement goals into his daily routine and play.

- (3) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication and implement goals into his daily routine and play.
- (4) To consistently implement positive behavioural strategies under the supervision of a clinical psychologist and implement psychology goals into his daily routine and play.
- (5) To support with home learning as directed, this will include literacy, numeracy and topic work.
- (6) Generally, to work on an active programme of support to include a range of activities as directed by the client, his parents, and the treating therapy team.
- (7) To escort our client to therapy sessions and social activities as requested by the client and his mother (providing you have been accepted under the motor insurance). It is a requirement that you can drive and hold a valid licence.
- (8) Respect the need for confidentiality when our client or their family speak/communicate on matters of a private and personal nature.
- (9) To provide support at times to his 10 year old sister, when requested by the clients parents.
- (10) Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- i) Help to keep his room clean and tidy.
- ii) Support him to meet any personal care needs.
- iii) Prepare a meal/drink or snack and supervise with eating/drinking.
- iv) Report any breakages as soon as possible.
- v) Report any hazards or health and safety concerns as soon as possible.
- vi) Check all equipment is in safe working order as per risk assessment requirements.
- vii) Take him to groups and into the community as requested.

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 in 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.

Liaison: All carers must attend meetings with the Case Manager and therapists and these meetings will be held not 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 attending meetings or trainings sessions if not on duty at the time.

A range of goals may be set at each therapy meeting, and these are to be carefully maintained by the support workers and written records to be kept.

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Therapy Assistant/Buddy Job Description outlining the responsibilities of a Therapy Assistant/Buddy 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