

## **JOB DESCRIPTION (SMcG/RK)**

Job Description:	Support Worker
Responsible To:	Case Manager, Rob Kuschel
	Tel: Main Office 01608 682 522
	Tel: Mobile 07377 360 480
Job Summary:	<p>To work with SMcG in a rehabilitation and support role, supporting the client to lead as fulfilling and independent a life as possible, maximising their physical and psychological well-being and safety at all times.</p> <p>Providing help and assistance with all personal and general activities of daily living. (Refer to risk assessment document).</p>
Requirements	<p>Ability to develop rapport with our client and family and deliver care and support to this active young man in a sensitive and appropriate way.</p> <p>Ability to work using IT for email and support worker documentation.</p> <p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive on motorways as required.</p>
<b><u>Key Goals:</u></b>	<p>To support SMcG and take an active and engaged role in the family home.</p> <p>To respect and support SMcG's autonomy and maximise independence whenever possible.</p>

To work on a programme of community-based rehabilitation under the guidance of SMcG, the case manager (CM) and multi-disciplinary team (MDT).

To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.

To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.

Generally to work on an active programme of support to include a range of activities. To support recommendations made collaboratively by SMcG and the treating therapists.

Respect the need for confidentiality when SMcG or their family speak/communicate on matters of a private and personal nature.

Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) Support SMcG to maintain a clean and safe home environment.
- ii) To support SMcG with all aspects of daily living following specialist training in manual handling techniques from appointed MDT.
- iii) Support SMcG with general personal activities of daily living including all aspects of personal care routines.
- 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.

- vi) Support SMcG to complete trips outside the home such as shopping, therapy sessions and social visits with friends and family etc.

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 1<sup>st</sup> 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 maybe 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 Support Worker Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed .....

Date .....