

JOB DESCRIPTION (SW/RK)

Job Description:	Support Worker
Responsible To:	Case Manager, Rob Kuschel
	Tel: Main Office 01608 682 522
	Tel: Mobile 07377 360 480
Employer:	Withy King Trustees Limited as Deputy for SW
Job Summary:	To work with SW in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. (Refer to risk assessment document).
Requirements	<p>Caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>The ability to work using IT for email and support worker documentation.</p> <p>Able to consider and support SW's cultural and religious values in all activity.</p> <p>Candidates should be at a high skill level, ideally with a graduate level in health/psychology education</p>

Key Goals:

1. To support SW in his home and take an active and engaged role in the family home.
2. To be able to consider SW's cultural and religious values in all aspects of planning and initiating activities and daily support.
3. Provide excellent levels of care and companionship.

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

5. Generally to work on an active programme of support to include a range of appropriate activities to support recommendations made by CM and MDT.

6. To escort SW to therapy sessions and activities in the community.

7. To support SW cognitively and emotionally on a daily basis, and to implement recommendations and strategies from the clinical neuropsychology sessions.

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

9. Support SW to make choices and decisions whenever possible.

10. Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- i) To limit falls risk by supporting SW to keep their home clean and tidy.
- ii) To support SW to consider over familiar and disinhibited behaviour to improve safety in the community and online.
- iii) SW to be supported and prompted to attend to self-care and be well presented and cleanly dressed.
- iv) Report any breakages as soon as possible.
- v) Report any hazards, fire or health and safety concerns as soon as possible.
- vi) Support SW to consider aspects of home safety.
- vii) Check all equipment is in safe working order as per risk assessment requirements.

- viii) Support SW to go shopping and make healthy food choices.
- ix) Support SW to maintain healthy sleep routines to reduce fatigue risk.

Petty Cash: Be responsible for any “petty cash” which maybe 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 on 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 six-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. It is important to maintain a realistic outlook on SW’s abilities.

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