

JOB DESCRIPTION (NR/NH)

Job Description: Paediatric Support Worker

Responsible To: Case Manager – CCMS Ltd

Tel: Main Office 01608 682522

Job Summary: To work with NR in a rehabilitation and support role, enabling NR to lead as fulfilling a life as possible, maximising his physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living. (Refer to care and support plan and risk assessment document).

Requirements: Ability to work using IT for email and support worker documentation. Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment regarding competence and confidence.

Must hold a full driving licence and happy to drive on motorways as required.

Treating therapists have been appointed with initial assessments carried out and therapy programmes devised:

Key Goals:

1. To implement a physiotherapy programme under the guidance of a neuro physiotherapist. Refer to physio programme and goals.
2. To implement the occupational therapy programme under their guidance to increase both physical and psychological functional ability, 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.
3. To work on speech/communication utilising strategies and techniques as guided by the speech therapist and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

4. To work with a neuro psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours. Refer to neuro psychologist's goals and strategies for management.
5. Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating professionals (statutory and independently appointed).
6. To support NR to engage and participate in therapy sessions and for outings, and to drive him on outings (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times.
7. Respect the need for confidentiality when NR or his family speak/communicate on matters of a private and personal nature.
8. Enable NR to make choices and decisions whenever possible.
9. Read and keep updated with all the policies and procedures relevant to this role.

Aids to Daily Living:

- i) Help to keep NR's bedroom, play and therapy areas clean and tidy.
- ii) NR's washing and ironing to be done. NR to always be well presented and cleanly dressed.
- iii) Report any damages or breakages immediately to parents and case manager, access and complete online incident log and document in care documentation..
- iv) Report any hazards or health and safety concerns immediately to parents and case manager, access and complete online incident log and document in care documentation.

- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take NR shopping, outings as per care plan and weekly routine / planner (please note this may alter as schooling, social and leisure needs change and in line with Covid-19 restrictions and guidance.
- vii) Keep the client clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.

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: Timesheets are submitted monthly to the case manager, as completed in full by you. You will be paid by cheque/BACS for the 1st as per your statement of main terms and conditions.

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 participate in meetings with the case manager and therapists / professionals and these meetings will be held not more frequently than monthly. 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 NR’s abilities.

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

Please acknowledge that you have received the Paediatric 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