

JOB DESCRIPTION (Case Manager Debbie Chadwick)

- Job Description:** Personal Assistant/Care Support Assistant
- Employed By:** Professional Deputies (Irwin Mitchell Trustees)
- Responsible To:** Case Manager Debbie Chadwick, CCMS
- Job Summary:** To work with the client in a PA support and caring role, enabling her to continue to lead a fulfilling life. Support her at home, and out and about, to access hobbies and leisure opportunities, develop her communication and independence skills and help with all aspects of daily life and personal care.
- Client Description:** She is a sociable, adventurous 17-year-old who has a lot of experience of PA support and enjoys time with her support workers. She has quadriplegic cerebral palsy, uses AAC to communicate and needs full personal care support.
- Working Environment:** You will work as part of an established and experienced team, in a welcoming, family home which is fully accessible and adapted for our client's needs.
- Requirements:** Must hold a full driving licence and be happy to drive a wheelchair accessible vehicle.
- Willingness to learn to use mobility equipment, IT and technology to support her communication and mobility and to learn to implement physical therapies after training from professional therapists.
- Good communication and listening skills.
- Preferred experience/skills:** Experience of supporting children or adults with complex disabilities.
- Experience of moving and handling (particularly hoisting).
- Experience and understanding of autism.

Experience or understanding of supporting communication for those who communicate differently.

Experience with a wheelchair user.

Experience of providing personal care.

Double covid vaccination.

Key Goals:

- (1) To ensure her physical needs are safely met while you are working with her; ensuring she has enough to eat and drink whilst adhering to her eating and drinking plan. Enable her to experience a range of positions as stipulated in her physiotherapy care plan. Ensure that she uses the bathroom and has her continence products regularly changed and can move around safely in her chair. Follow any instructions on care plans regarding her abilities and therapeutic needs of positioning and postural management.
- (2) To be an effective communication partner for our client, giving her adequate time to communicate, finding opportunities to encourage communication with yourself and others and encouraging her to explain herself clearly to you using her AAC device. Enable her to make choices and decisions whenever possible.
- (3) To support our client to engage in a range of hobbies and leisure activities both at home and outside. These include swimming, hydrotherapy, trips to cafes, parks, her holiday home in Bournemouth, crafts, boccia, powerchair football and meeting up with friends.
- (4) To support our client in developing her independence skills within the home, for instance communicating her needs and ideas to plan her day, shopping, cooking and preparing meals and expressing when she needs a rest.
- (5) To escort her for outings, driving her wheelchair accessible vehicle. It is a requirement that you hold a valid driving licence. Holidays will be by arrangement.

- (6) To help her develop her understanding of managing money, to be responsible for petty cash, support her in making purchases and keep a record of expenditure.
- (7) To access and refer to care plans using the digital online storage system, such as the home care plan, physio programme and goals or communication programme. Complete online care records for each shift. Read and keep updated with all CCMS policies and procedures
- (8) Respect the need for confidentiality when our client and her family speak/communicate on matters of a private and personal nature.

Pay Monthly:

A form will be forwarded to you for completion regarding details required, this timesheet needs to be returned to the Case Manager by the 19th of each month. Hours will be collected to be sent to the Deputy and payroll ready for processing on the 24th of each 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.

Team members are expected to partake in annual appraisals thereafter and three monthly supervisions with the Case Manager (a mixture of group and one to one meetings).

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison:

All carers must attend supervision meetings with the Case Manager (as specified above) and therapists involved in our client's support network. 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.

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

Please acknowledge that you have received the Personal Assistant/Care Support Assistant Job Description outlining the responsibilities of a Personal Assistant/Care Support Assistant 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