

JOB DESCRIPTION (SG/LH)

Job Description: Support Worker.

Responsible To: Case Manager Louise Halliday

Tel: Main Office 01608 682 522

Job Summary: To work with the client 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 Must have an outgoing personality and good sense of humour.

Previous experience in a care giving role is preferable.

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 in regard to competence and confidence.

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

Treating therapists will be appointed and initial assessments will be 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 goals.
- (2) 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.

- (3) Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (4) To escort the client to therapy sessions and for outings, and to drive her on outings (providing you have been accepted under the motor insurance.) It is a requirement that you be able to drive and hold a valid licence at all times.
- (5) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (6) Enable the client to make choices and decisions whenever possible.
- (7) Read and keep updated with all CCMS policies and procedures.
- (8) There may be a need to work away from home should the client go away for a short break.

Aids to Daily Living:

- i) Help to keep the client's home clean and tidy.
- ii) To assist with household laundry and ironing.
- iii) The client to be always well presented and cleanly dressed.
- 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 the client shopping and on outings into the community
- viii) Assist the client with personal care including bathing/showering and dressing.
- ix) Assist with feeding using techniques, which will be taught to you.

- x) Undertake some weekly light cleaning activities in the home.
- xi) Cooking/ meal preparation/ making a drink or snack.

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 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. Holidays will be by arrangement

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. It is important to maintain a realistic outlook on the client’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.

Signed

Date