

JOB DESCRIPTION

Job Description: Bank support worker & alternative augmentative communication (AAC) partner.

Responsible To: Case Manager, Kerry Lloyd

Job Summary: The client is a young lady with cerebral palsy who is non-verbal. You will work with her in a communication and support role, enabling her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times. You will give help and assistance with activities of daily living and act as a communication partner when accompanying HG to social and leisure activities. You will sometimes accompany HG and her family on holidays.

Requirements: Ability to work using IT for email, support worker documentation and for the clients AAC. Specific training in using the AAC will be provided.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Flexibility to work weekends, evenings and during holiday periods.

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

Key Goals:

- To enable HG to communicate her needs and encourage confidence in all communication. Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication and for HG to use her alternative augmentative communication (AAC) when appropriate. Refer to AAC programme and goals.
- 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 therapist 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 manual handling plan.
- To accompany HG on holidays, including those taken with her family.
- Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- To escort HG to therapy sessions and for outings, and to drive her on outings. It is a requirement that you are able to drive and hold a valid licence at all times.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Help to keep HG's belongings clean and tidy.
- HG should always be well presented and cleanly dressed.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.

- Take HG shopping and on outings etc.
- Keep HG clean and bathed, assist with feeding and pay 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.

Contract: Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc. You will have regular supervision and an annual appraisal.

Liaison: All support workers 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 a meeting or training session 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 Bank support worker & AAC communication partner job description outlining the responsibilities of the role 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