

JOB DESCRIPTION

- Job Description:** Personal Assistant
- Responsible To:** Meera Vitarana, Case Manager
- Employed by:** Angela Nunn/Emma Doughty acting as Deputies on behalf of RM
- Job Summary:** To work with the client in a rehabilitation and support role, enabling them 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.
- Requirements:** Ability to work using IT for email and reporting 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.

Key Goals:

- 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 the client to therapy sessions and for outings and appointments, and to drive her (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. Holidays will be by arrangement.
- 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.

- Liaise with the Case Manager regarding annual leave requests and alertness of sickness that will prevent them from working, in order that a replacement can be organised.
- Use initiative when unforeseen events occur, and to communicate with Case Manager when available to provide guidance.
- Advise Case Manager of clients physical and psychological health.
- To promote the clients well being and happiness.
- Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- 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 the client shopping, outings etc.
- Ensure she takes part in daily tasks where possible. Encourage her to be as independent as possible.

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.

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:

The Personal Assistant 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 Personal Assistants 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 Personal Assistant Job Description outlining the responsibilities of a Personal 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