

JOB DESCRIPTION (TJ/MC0)

Job Description:	Personal Assistant/Support Worker
Responsible To:	Marie Couch, Case Manager
	Tel: Main Office 01608 682 522
Job Summary:	To work with our client in a support role, to ensure his safety at all times and support him to access leisure activities and work commitments. To also give assistance with activities of daily living.
Requirements	Genuine caring profile, with ability to implement a support plan following training and assessment with regard to competence and confidence. Must hold a full driving licence at all times and be prepared to drive the client in his vehicle. Ability to accompany our client on leisure outings and business trips, which may involve overnight stays.

Key Goals:

To support our client with activities of daily living, including some aspects of personal care.

To ensure that our client is accompanied and that he has is given any assistance he requires during each shift.

To accompany our client on outings for leisure.

To respect the need for confidentiality when our client or his family communicate about matters of a private or personal nature.

To support our client with a physiotherapy programme, under the guidance of a physiotherapist.

Read and keep updated with all CCMS policies and procedures.

Be responsible for any “petty cash” which may be made available to you and keep a record of expenditure with receipts.

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

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 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 after.

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

Liaison:

All support workers must attend meetings with the case manager 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.

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