

## **JOB DESCRIPTION (OW/MW)**

**Job Description:** Community Support Worker  
**Responsible To:** Martha Wiltshire - Case Manager CCMS Ltd

### **Job Summary:**

- To work with OW in a support role, enabling him to lead as fulfilling a life as possible.
- You will assist OW in maximising his physical, social and psychological well-being and safety at all times.
- Giving assistance where needed with all activities of daily living (refer to care and support plan and risk assessment document).
- Taking OW to the gym, swimming, trampolining lessons and football coaching.

### **Requirements:**

- 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).
- Must hold a full driving licence and happy to drive on motorways as required.
- To work on an active programme of support to include a range of activities.
- Respect the need for confidentiality when OW or his family speak/communicate on matters of a private and personal nature.
- Encourage OW to make independent decisions whenever possible.
- Read and keep updated with all the policies and procedures relevant to this role.
- To support OW to engage and participate in activities and outings. You will need to drive him regularly to clubs and activities.
- You will be required to actively participate in swimming and gym sessions, encouraging OW to use these pieces of equipment independently (under the guidance of an instructor).

### **Aids to Daily Living:**

- Help to keep OW's bedroom, play and therapy areas clean and tidy.
- OW's washing and ironing to be done. OW to always be well presented and appropriately dressed.
- Report any damages or breakages immediately to parents and Case Manager. Access and complete online incident log and document in care documentation.

- Report any hazards or health and safety concerns immediately to parents and Case Manager, access and complete online incident log and document in care documentation.
- Check all equipment is in safe working order as per risk assessment requirements.
- Take OW on outings as per care plan and weekly routine/planner (please note this may alter as schooling, social and leisure needs change and in line with Covid-19 restrictions and guidance).

**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:** Timesheets are calculated via a rota app, which you must familiarise yourself with. You will need to document all shifts on the app. You will be paid by cheque/BACS as per your statement of main terms and conditions.

**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 participate in meetings with the Case Manager and therapists/professionals and these meetings will be held not more frequently than monthly. 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.

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

Please acknowledge that you have received the Community Support Worker Job Description outlining the responsibilities of a Paediatric Support Worker 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 .....