

## **JOB DESCRIPTION (FW/BS)**

Job Description:	Support Worker
Responsible To:	Lead Case Manager Becky Strange
Job Summary:	To work with FW in a maintenance rehabilitation and support role, enabling him to lead as fulfilling a life as possible, maximising his physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living care and rehabilitation programme. Enabling him to interact with his family and socially. (Refer to risk assessment document).
Requirements	<p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Good sense of humour enjoy an active lifestyle, flexibility and adaptability.</p> <p>Ability to work using IT for email and support worker documentation.</p> <p>Must hold a full driving licence and happy to drive on motorways as required.</p>

### **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, and as part of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- (3) To work on communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding FW's ability combined with the therapeutic needs of positioning

and postural management. Refer to SLT programme and goals.

- (4) To work with a neuro psychologist, if in place, implementing strategies to increase functioning and manage memory, cognitive problems any behaviours. Refer to neuro psychologist's goals and strategies for management.
- (5) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort FW to therapy sessions and for outings, (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.
- (7) Respect the need for confidentiality when FW or his family speak/communicate on matters of a private and personal nature.
- (8) Enable and support FW to make choices and decisions at all times.
- (9) Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) Help to keep FW's house clean and tidy.
- ii) FW's washing and ironing to be kept up together. FW to be always well presented and cleanly dressed, as he would have chosen and found acceptable.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take FW shopping, outings etc.
- vii) Keep FW clean and bathed and mouth care given.

**Petty Cash:**

Be responsible for any "petty cash" which maybe 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 1<sup>st</sup> 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: 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 FW's abilities.

This is by no means an exhaustive list and there are other areas which will become apparent as time goes by and the role develops.

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 .....