

JOB DESCRIPTION (RW/MW)

Job Description: Children's Community Support Worker

Responsible To: Case Manager – CCMS Ltd

Tel: Main Office 01608 682522

Job Summary:

- To work with RW in a rehabilitation and support role, enabling RW to lead as fulfilling a life as possible.
- You will assist RW in maximising her physical and psychological well-being and safety at all times.
- Giving help and assistance with all activities of daily living. (Refer to care and support plan and risk assessment document).

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.
- Full driving licence and happy to drive on motorways as required (desired but not essential).
- To work on an active programme of support to include a range of activities
- Respect the need for confidentiality when RW or her family speak/communicate on matters of a private and personal nature.
- Enable RW to make choices and decisions whenever possible.
- Read and keep updated with all the policies and procedures relevant to this role.
- To support RW to engage and participate in activities and outings. You may need to drive her on outings.
- To complete the following therapy input, under the guidance of the therapy team:

1. To implement a physiotherapy programme after training has been completed by our clients named physiotherapist. Refer to physio programme and goals.
2. To implement the occupational therapy programme under the guidance of our client's specialist occupational therapist. You will assist our client to increase both physical and psychological functional ability, using appropriate aids and equipment. Refer to OT programme, postural management program and goals.
3. To work on speech/communication utilising strategies and techniques as guided by the speech therapist. This will require specific training and instructions. Give opportunity for communication. Refer to SLT programme and goals.

Aids to Daily Living:

- Help to keep RW's bedroom, play and therapy areas clean and tidy.
- RW's washing and ironing to be done. RW to always be well presented and cleanly 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 RW 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.
- Keep the client clean and bathed, assist with feeding using techniques, which will be taught to you. 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.

Pay: Timesheets are submitted monthly to the case manager, as completed in full by you. 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.

A range of goals may be 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 RW's abilities.