

## **JOB DESCRIPTION**

- Job Description:** Support Worker
- Responsible To:** Case Manager
- Employed By:** The Client Acting via their Representative
- 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 (refer to 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 in regard to competence and confidence.

Treating therapists will be appointed and initial assessments carried out:

### **Key Goals:**

- To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Physio programme and goals to be provided following assessment.
- To work on an occupational therapist programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as part of daily routines having been assessed as being confident and competent. OT programme and goals to be provided following assessment.
- To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. SLT programme and goals to be provided.

- To work on a Votja therapy programme, implementing taught exercises to increase functioning and manage muscle tightness and movements. Refer to Votja programme.
- Generally, to work on an active programme of support to include a range of activities and pieces of equipment. To support recommendations made by the treating therapists.
- To escort the client to therapy sessions and for outings. 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.
- Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- Help to keep the client's room clean and tidy.
- The client's washing and ironing to be kept up together. The client should always be well presented and cleanly dressed.
- Report any breakages as soon as possible.
- 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.
- Keep the client clean and bathed, assist with feeding using techniques, which will be taught to you.

- Carry out personal care activities, such as pad changes,
- Follow sleep routines and care/observations during the nights as per care plans.

**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 21<sup>st</sup> of 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 six-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 the client’s abilities.

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

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.

\*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

Signed .....

Date .....