

JOB DESCRIPTION

Job Description:	Support Worker
Responsible To:	Marie Couch, Case Manager
Job Summary:	To work with our client in a rehabilitation and support role, enabling her to lead as fulfilling a life as possible, supporting her access to the community and giving help and assistance with activities of daily living. To also ensure her well-being and safety at all times.
Requirements	Ability to work using IT for email and support worker documentation. Genuine caring profile with ability to learn. Must hold a full clean driving licence and be able to drive on motorways as required.

Key Goals:

To provide support so that the client is able to take part in meaningful, structured activities, including work experience.

To accompany the client on outings and support her to engage in social activities.

To drive the client on 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.

The work may involve accompanying the client on holiday.

To support the client to be able to carry out activities of daily living and promote her independence.

To respect the need for confidentiality when the client or her family communicate on matters of a private and personal nature.

To enable the client to make choices and decisions.

To keep updated with all CCMS policies and procedures.

To report any hazards or health and safety concerns as soon as possible. To check that all equipment is in safe working order as per risk assessment requirements.

To 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:

Details of hours worked will be collected in order to be sent to payroll by the 24th of each month. You will be paid by BACS for the 1st of each month.

Contract:

There will be a three-month probationary period with a formal appraisal three months thereafter.

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

Liaison:

All support workers must attend meetings with the case manager and any other professionals involved with the client. These meetings will not be held more frequently than monthly and you will be expected to make all reasonable arrangements to attend. You will be paid for attending meetings or trainings if not on duty at the time.

Goals will be set at each meeting, which are to be carefully maintained by the support worker, with written records to be kept.

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.

Signed

Date