

## **JOB DESCRIPTION (OM/RD)**

Job Description: Female Buddy Support Worker

Responsible To: Case Manager Rachel Dodwell

Job Summary: To support OM in an enabling role, enabling her to lead as fulfilling a life as possible, always maximising her physical and psychological well-being and safety and giving opportunities for her to participate in a range of meaningful activities.

To act as a second person to give help and assistance with activities of daily living as required (refer to risk assessment document).

Requirements Ability to work using IT for email and support worker documentation.

Genuine caring profile with an interest in supporting a young person with additional needs.

Must hold a full driving licence and happy to drive on motorways as required.

Treating therapists have been appointed and initial assessments carried out:

### **Key Duties:**

The client should be treated with respect and dignity, be spoken to, and thought of in a non-judgemental, respectful, and caring way, acknowledging her individuality.

Always respect the need for confidentiality.

Enable OM to make choices and decisions whenever possible and express her needs and wishes.

The buddy will assist the support worker on duty to ensure that any care and therapy routines are completed to the highest standards following parental and professional direction and supporting a consistent approach. This will include physiotherapy, occupational therapy and speech and language therapy programmes.

The buddy worker will promote OM's independence and give her opportunities to participate in activity recognising her abilities and limitations, seeking support and guidance as needed.

The buddy will enable the client to access age-appropriate activities which may include riding her bike, bowling, shopping, swimming, accessing social activities, arts and craft.

To work as part of a team and communicate appropriately with fellow team members.

To drive her on outings (providing you have been accepted under the motor insurance.) It is a requirement that you can drive and hold a valid driving licence.

To accompany OM on holiday by prior arrangement.

To liaise with and support the family as required.

To be aware of any significant changes in the client's health, functioning or behaviour, and inform the client's family, case manager and team leader as appropriate.

Within reason, to adapt support according to changing needs, as directed.

Read and keep updated with all CCMS policies and procedures.

The buddy will ensure that their knowledge is updated and that any training needs are discussed with the case manager. The buddy will participate in training as identified by the case manager.

**Aids to Daily Living:**

- i) To assist the support worker with personal care as required including washing, dressing, oral care, and showering.
- ii) To assist with toileting and ensure appropriate personal hygiene is maintained.
- iii) To assist with feeding techniques following agreed feeding regime.
- iv) To participate in manual handling as specified for the client.
- v) To help to keep OM's rooms clean and tidy.
- vi) Report any breakages as soon as possible.
- vii) Report any hazards or health and safety concerns as soon as possible.
- viii) Check all equipment is in safe working order as per risk assessment requirements.

- ix) Take OM on outings and complete activities as agreed with the team leader and family.

**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 by 24<sup>th</sup> of Month to be sent to payroll. You will be paid by 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 staff 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 OM’s abilities.

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

Please acknowledge that you have received the Buddy Job Description outlining the responsibilities of a Buddy 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 .....