

JOB DESCRIPTION (OM/RD)

Job Description: Holiday Home Female Support Worker during family holidays – Cornwall based

Responsible To: Case Manager Rachel Dodwell

Job Summary: To work with OM whilst she is on holiday in Cornwall in her holiday home in a support role, enabling the client to lead as fulfilling a life as possible, always maximising her physical and psychological well-being and safety; giving help and assistance with all activities of daily living (refer to risk assessment document).

This will be predominantly waking nights but there may be a requirement to work some day shifts.

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

Genuine caring profile

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.

The support worker will ensure that care routines are completed to the highest standards following parental and professional direction and supporting a consistent approach.

The support worker will promote OM's independence recognising her abilities and limitations, seeking support and guidance as needed.

The support worker will attend to all care or support needs during the waking night.

The support worker will enable the client to access age-appropriate activities whilst on holiday.

To implement therapeutic principles as taught and relevant to the shift worked.

To utilise communication techniques as advised.

To utilise behaviour management techniques as advised. This will include distraction, de-escalation and restraint.

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

To escort OM on outings as required and relevant to the shift worked.

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

Aids to Daily Living:

- i) To assist with personal care 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 administer medication following medication regime.
- v) To participate in manual handling as specified for the client.
- vi) To help to keep OM's room clean and tidy.
- vii) To assist with OM's laundry, washing and ironing and ensure OM is always well presented and cleanly dressed.
- viii) Report any breakages as soon as possible.
- ix) Report any hazards or health and safety concerns as soon as possible.

- x) Check all equipment is in safe working order as per risk assessment requirements.
- xi) Take OM on outings and 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 24th of Month to be sent to payroll. You will be paid by BACS for the 1st 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. Due to the geographical distances involved this will be through zoom or other video call link. 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.

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

SAMPLE ROTA

Times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Days	8.15am – 8.15pm	8.15am – 8.15pm	8.15am – 8.15pm	8.15am – 8.15pm	8.15am – 8.15pm	8.15am – 8.15pm	8.15am – 8.15pm
Waking Nights	8.15pm – 8.15am	8.15pm – 8.15am	8.15pm – 8.15am	8.15pm – 8.15am	8.15pm – 8.15am	8.15pm – 8.15am	8.15pm – 8.15am