

JOB DESCRIPTION (OM/RD)

Job Description:	Female Support Worker
Responsible To:	Case Manager Rachel Dodwell
Job Summary:	To work with OM in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, always maximising their physical and psychological well-being and safety; 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. 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.

The support worker will ensure that care and therapy 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 enable the client to access age-appropriate community activities.

To work on a physiotherapy programme under the supervision and guidance of a specialist physiotherapist. Refer to physio programme and goals.

To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability. Refer to OT programme and goals.

To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Refer to SLT programme and goals.

To work on developing oral motor skills and feeding regime under the supervision of a speech therapist and dietician. Refer to feeding regime and guidance.

To support to attend conductive education sessions and support with the delivery of this programme within the home environment under their supervision.

To support OM to participate in swimming as a therapeutic activity.

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

To escort OM to therapy sessions and for outings, and to drive him/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 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. 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 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
School term times	08.15-20.15pm	15.45 – 22.15	15.45 – 22.15	15.45 – 22.15	15.45 – 22.15		
School Holidays	08.15 – 20.15	08.15 – 20.15	08.15 – 20.15	08.15 – 20.15	08.15 – 20.15	08.15 – 20.15	08.15 – 20.15
School Term times	20.15 – 08.15	22.15 – 08.15	22.15 – 08.15	22.15 – 08.15	22.15 – 08.15	20.15 – 08.15	20.15 – 08.15