

## **JOB DESCRIPTION (LH/BS)**

Job Description:	Buddy/PA
Responsible To:	Lead Case Manager, Becky Strange
Job Summary:	To work with LH in a rehabilitation and buddy role, enabling her to develop her independence, support with rehabilitation, social and sport activities and schoolwork. To collect from school.
Requirements	<p>Ability to work flexibly, follow rehabilitation therapy programmes and keep documentation. Clean driving licence.</p> <p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Good sense of humour and communication skills, able to work independently and use your initiative.</p> <p>Must hold a full driving licence.</p>

### **Key Goals:**

- (1) To follow a physiotherapy programme under the supervision and guidance of the treating neuro physiotherapist. Refer to physio programme and goals.
- (2) To follow the occupational therapy programme to increase both physical and psychological functional ability and using appropriate aids and equipment as a part of daily routines.
- (3) To follow the treating psychology programme, implementing recommended strategies to increase interaction and emotional development.
- (4) To work on an active programme of support and rehabilitation. Complete all required documentation relevant to all support and therapy provided.
- (5) To drive LH to and from school and to activities, will need to use own car. It is a requirement that you are able to drive and hold a valid licence at all times.
- (6) Respect the need for confidentiality for LH and her family on matters of a private and personal nature.

(7) Promote and enable LH to make choices and decisions when ever possible.

(8) Read and keep updated with all CCMS policies and procedures

**Aids to Daily Living:**

- i) To always be well presented and cleanly dressed.
- ii) Report any breakages as soon as possible.
- iii) Report any hazards or health and safety concerns as soon as possible.
- iv) Check all equipment is in safe working order as per risk assessment requirements.
- v) Take LH shopping, outings etc.

Petty Cash: Be responsible for any “petty cash” which maybe made available to you and keep a record of expenditure with receipts for the Case Manager.

Pay Monthly: Timesheets to be submitted before the last Friday in the month. You will be paid by cheque/BACS for the 1st of each month or as soon as can be arranged thereafter.

Contract: There will be a three-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: Buddy/PA must attend meetings with the Case Manager and these meetings will be held not more frequently than monthly. However it should it be necessary to call a meeting earlier, 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.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by.

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

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