

JOB DESCRIPTION

Job Description: Support Worker

Responsible To: Case Manager

Job Summary: To work with the client in a rehabilitation and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times 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.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- To work on an occupational therapist programme under their guidance to increase both physical and psychological functional ability. To support the client in leisure and vocational based activities in the community. Refer to OT programme and goals.
- To work on speech/communication under supervision.
- Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- To escort the client to therapy sessions and for outings. Holidays will be by arrangement.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.

- Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- Help to keep the client's surroundings clean and tidy.
- The client's washing and ironing to be kept up together. The client should always be well presented and cleanly dressed.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Take the client shopping, outings etc.

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 on order to be sent to payroll 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: All Support workers 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 the client'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