

JOB DESCRIPTION (CT/FR) Support Worker

Job Description: Part Time Support Worker

Responsible To: Case Manager Faz Rauf

Supported by: TBC

Tel: Main Office 01608 682 522

Job Summary: To work with our client in a rehabilitation and support role, enabling the client 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. Role also requires support worker to assist clients with her parenting role, assist her daughter to access the community and providing assistance with 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/are being appointed and initial assessments carried out:

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals once appointed.
- (2) To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Referring to OT programme and goals.

- (3) Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- (6) To escort client and/or her daughter to therapy sessions and for outings, and to drive him/her on outings. Drivers licence is not essential, but referable. You must feel confident using public transport if you do not hold drivers licence. Holidays will be by arrangement.
- (4) Respect the need for confidentiality when client or their family speak/communicate on matters of a private and personal nature.
- (5) Enable client and her daughter to make choices and decisions whenever possible.
- (6) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Help to keep family's house clean and tidy.
- 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 daughter shopping, outings etc.
- vi) No personal care involved but may change depending on clients needs.

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: 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 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 client and daughters'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.

Signed

Date