

JOB DESCRIPTION Support Worker

Job Description:	Support Worker
Responsible To:	Sabrina Dodson Senior Case Manager
Supported by:	Pollyanna Snapes- Clinical Liaison Nurse
Job Summary:	To work with AS 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.
Requirements	<p>Ability to work using IT for email and support worker documentation.</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>Preferable to hold a full driving licence and happy to drive on motorways as required.</p>

PRINCIPAL ACCOUNTABILITIES

- Support the medical, learning & wellbeing needs of a AS, including following a Care and Support Plans.
- Ensure the organisation of an orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable clients to meet their learning targets.
- Assist Senior SEN Tutor with the delivery of learning activities ensuring health and safety and PBS plan is followed. Support the client in accessing learning activities as directed by the Senior Tutor to enable client's progress towards their targets.
- Provide clerical/admin support and undertake basic recording keeping in respect of client learning, behaviour management, child/adult protection etc. as directed in order to support the Senior Tutor deliver the specific learning programmes set for each client.
- Be aware of and comply with policies and procedures relating to each client protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure clients wellbeing and maintain records as appropriate.

- Contribute to the overall work/aims of the residential placement and appreciation of others in working within a support role.
- Undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
- To manage behaviour of individual client in accordance with the behaviour policy or individual behaviour programmes/pastoral support plan.
- To support SEN Team in problem solving to adapt strategies/programmes/Care Plans.

Key Goals:

- (1) To work with a Neuro Psychologist implementing taught strategies to increase functioning and manage memory, cognitive problems any difficult behaviours. Refer to Neuro Psychologist's PBS plan, goals and strategies for management.
- (2) Generally, to work on an activity programme of support to include a range of activities. To support recommendations made by the Senior Tutor and treating therapists.
- (3) To escort AS to therapy sessions and for outings, and to drive her on outings (provided that you have supplied adequate insurance documents) It is a requirement that you are able to drive and hold a valid licence at all times. Holidays will be by arrangement.
- (4) Enable AS to make choices and decisions whenever possible.
- (5) Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Report any hazards or health and safety concerns as soon as possible.
- ii) Take AS shopping, outings etc.
- iii) Support AS with making informed decisions such as daily tasks to work on, which outings or any tasks or topics deemed to be within AS capabilities following assessment by treating Neuropsychologist.

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 on 20th of every month. You will be paid by BACS on 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 staff 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 AS’s abilities.

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

Please acknowledge that you have received the Job Description outlining the responsibilities which will be discussed in more detail as part of your training.

Signed

Date