

## **JOB DESCRIPTION (JILS/RD)**

Job Description:	Support Worker
Responsible To:	Case Manager
Supported by:	Case Manager Assistant
Employed by:	Anthony Gold Solicitors on behalf of JILS
Job Summary:	To work alongside the client in a facilitative role, enabling his integration into the community, supporting his day-to-day needs, and resourcing suitable local facilities for social integration and therapy rehabilitation.
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>Must hold a full driving licence and happy to drive on motorways as required.</p>

Treating therapists have been appointed and initial assessments carried out.

### **Key Goals:**

1. To follow the care plans and risk assessments and be involved in the development of the overall support plan.
2. To work on a physiotherapy programme under the supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
3. To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as part of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.

4. To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.
5. 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 goals and strategies for management.
6. Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists, plan and follow the activity schedule for the week and liaise closely with the family to meet the client's needs.
7. To support the client to access a range of meaningful activities both within the home and in the community.
8. To support the client to maintain his role within the family.
9. To escort the client to therapy sessions and for outings, and to drive him on outings (providing you have been accepted under the motor insurance). It is a requirement that you can drive a WAV and hold a valid licence.
10. To accompany the client and his family on holidays, by arrangement.
11. To maintain communication with the Case Manager, the client's family, other support team members and members of the MDT.
12. Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
13. Enable the client to make choices and decisions whenever possible.
14. Read and keep updated with all CCMS policies and procedures.

**Aids to Daily Living:**

- i) Help to keep the client's room clean and tidy.
- ii) To complete the client's laundry.

- iii) To support the client to meet his personal care needs and ensure he is always well presented and cleanly dressed.
- iv) To provide support when eating and drinking.
- v) To maintain oral hygiene.
- vi) To prepare meals and drinks for the client as required.
- vii) Report any breakages as soon as possible.
- viii) Report any hazards or health and safety concerns as soon as possible.
- ix) Check all equipment is in safe working order as per risk assessment requirements.
- x) Take the client shopping and on outings.

**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 1<sup>st</sup> 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 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 .....