

## **JOB DESCRIPTION (CCM3489YM)**

Job Description: Female Support Worker  
Responsible To: Case Manager Jenny Davies  
Supported by: Team Lead Andrea Prescott

Job Summary: To work as part of a care team for a fun-loving teenager/young woman with disabilities who lives in the heart of her family home in the Cardiff area.

To support the client to lead as fulfilling a life as possible, continually maximising her physical, psychological well-being and safety always.

To give help and assistance with all activities of daily living refer to client risk assessments and management plans documentation that are in place.

As guided by Therapists assist the client follow her therapy programmes to achieve multidisciplinary team and client joint goals.

Key Requirements: Ability to promote clients learning, care and independence in her home and community as age appropriate and as appropriate to her needs.

Have a genuine caring profile with an ability to learn and implement client's care / management plans and follow prescribed therapy programmes.

To be able to work a range of agreed shift patterns which include covering sleeping-in nights, split shifts early mornings, evenings, during school holidays and weekend work.

To have or be prepared to work towards achieving a Care Certificate qualification.

Support client to pursue her interests, activities of her choosing and on social outings with her and at times with her family.

Support client with learning and managing her daily chores and daily living activities and with looking after her personal items and living areas.

Follow the clients moving and handling plan and support her manoeuvres between her furniture and equipment.

To be aware of and be responsible to report any Safeguarding concerns or incidents to the Team Lead in a timely manner.

Support the client with her personal care and personal hygiene at home and when out and about in the community.

Be a good communicatory and have an ability to work using information technology systems for managing correspondence and secure storage of client daily records.

Must hold a full driving licence and happy to drive on motorways as required

**Key Goals:**

To work cooperatively as a team member with the client's parents, the Team Lead, the Case Manager, their team of therapists and the school.

To support the team and the client's parents with all aspects of care, both within the family home and in the wider community.

To implement daily therapeutic programmes that have been designed by the team of therapists to promote the client's health and wellbeing, social and leisure activities, and physical wellbeing.

To assist with 'client related' domestic chores, such as helping to clear up following kitchen tasks, keeping the client's room clean and tidy, processing their washing.

To use as trained the clients specialist equipment and understand the importance of its use in meeting the clients postural and mobility needs. To regularly clean and inspect all equipment for safety or breakdown and report any damages or concerns to Team Lead.

Assist with planning, shopping and in the preparation of client's snacks, meals, and drinks. Assist and support client at mealtimes, using the recommended equipment for the taking of drinks and snacks and meals, supporting with tidying/cleaning afterwards as required.

To be an effective communicator and keep timely, informative, and accurate daily records. To report incidents and accidents to Team Lead

Be responsible to report incidents as they occur and to complete relevant documentation as necessary.

Be risk aware, complete risk assessment documentation, and follow assessment guidance.

Be responsible and follow care plan management guidance, be observant and report changes and difficulties as they arise.

Engage in the required mandatory training and additional specific to the client training provided by the therapists and as appropriate and necessary to the client's needs.

Be prepared to keep complete daily records in a timely manner.

Generally, to work on an active programme of support to include a range of activities to support recommendations made by the treating physiotherapist,

Occupational Therapist, Speech and Language Therapists and Technologist.

Escort the client to therapy sessions and for outings, and to drive her on outings (providing you have been accepted under the motor insurance.) It is a requirement that you are able to drive and hold a valid licence at all times.

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 as necessary.

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 Team Lead / Case Manager.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected to be sent to payroll before specified dates. You will be paid by cheque/BACS for the last day of each month.

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 at request must attend meetings with the Case Manager, Team Lead and therapists, 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 clients’s skill achievements and 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 .....