

CCM4 MJA - JOB DESCRIPTION

Job Description:	Support Worker/PA/Buddy
Responsible To:	Chris Collings, Case Manager
Job Summary:	To work with client in a Support Worker/PA/Buddy role, enabling and empowering her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times and giving help with activities of daily living.
Requirements:	<p>Relevant experience relating to the key goals of the role, as outlined.</p> <p>Available to work alternating weekly live-in shifts, 1 week on, 1 week off.</p> <p>Responsible, trustworthy and very reliable, attending all agreed shifts, unless for very good reason.</p> <p>Genuine caring, sensitive and patient profile with ability to learn and follow training and assessment in regard to competence and confidence.</p> <p>Confident, creative and independent, in assisting in researching and planning activities and travel for the client to take part in. Ability to take the initiative and work alone is key.</p> <p>Outgoing, fun and adventurous personality, who can provide good company and who will enjoy talking with the client and taking part in planned activities.</p> <p>Good communicator, liaising with the client, her friends, family and other professionals involved.</p> <p>Ability to work using IT for email and support worker documentation.</p> <p>Holder of a full driving licence and happy to drive on motorways and long-distance as required.</p>

Key Goals:

- (1) To work on an active programme of support to include a range of activities. To support recommendations made by treating therapists and incorporate into daily routine.
- (2) To support the client to research and arrange activities in line with her interests.
- (3) To support the client to maintain a calendar of these and events and activities, at least a month in advance to ensure that the client has a full and rich social life.
- (4) To accompany the client to appointments and on social and leisure activities and outings.
- (5) To be enthusiastic and engaged in activities and in supporting the client to develop their social life.
- (6) To build rapport with the client and develop a good working relationship.
- (7) To empower the client to make choices and decisions with full information.
- (8) To support the client physically, as necessary, in line with professional guidance.
- (9) To support the client with activities of daily living, including personal care, in line with guidance.
- (10) To maintain professional boundaries.
- (11) Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- (12) To be aware of the dynamics between client and her family members and communicate any concerns if the client is feeling overwhelmed.

- (13) Maintain good communication with other professionals in the team and support them as and when necessary, taking responsibility for completion of administrative tasks and paperwork, completing handovers, etc.
- (14) Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- i) Support client with all tasks of daily living e.g. the running of her home, shopping and meal preparation when required, completion or support to complete domestic tasks indoors and outdoors.
- ii) Support all aspects of client's personal care / bathing and hygiene including completion of delegated healthcare task (Peristeen) and complete and keep up to date care records and documentation in line with CQC standards.
- iii) Help to keep client's home clean and tidy including washing, ironing and looking after her pets.
- iv) Report any breakages as they occur – to the client, CCMS Ltd and record in the daily record.
- v) Report any hazards or health and safety concerns as soon as possible.
- vi) Check all equipment is in safe working order as per risk assessment requirements, including use of her vehicle.
- vii) Support client with reporting any concerns immediately and record actions in daily records.
- viii) Take client out shopping.
- ix) Support client to attend appointments as directed by treating professionals and health team members.
- x) Client may need support to pursue vocational activities or interests.
- xi) Contribute to review and development of care plans, risk assessments and support programmes to best optimise meeting client's

24/7 care and support needs, with a rehabilitative focus.

Pay Monthly: A form will be forwarded to you for completion regarding details required. Hours will be collected in order to be sent to payroll before the 20th of the month. You will be paid by cheque/BACS by the 1st of each month or as soon as can be arranged thereafter.

Contract: There will be a six-month probationary period with a formal appraisal thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate, etc.

Meetings: You will be required to attend meetings with the case manager and treating professional team members, with the client.

A range of goals may be set at each therapy meeting, and these are to be carefully maintained by the support worker and written records to be kept.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by.

Please acknowledge that you have received the Support Worker/PA/Buddy Job Description outlining the responsibilities of a Support Worker/PA/Buddy, which will be discussed in more detail as part of your training.

Signed.....

Date.....