

JOB DESCRIPTION

JOB TITLE: Support Worker

Reports To: Team Leader

MAIN PURPOSE AND SCOPE OF THE JOB

To support and assist our client in all aspects of her life, ensuring that she remains fit and healthy and that she leads a fulfilling and active life.

Supporting our client

- To assist our client with all aspects of personal care and daily living skills in accordance with her individual support plan.
- Monitor our client's health care needs and be able to recognize, respond to and report any signs of ill health.
- To be able to recognise, manage and provide reassurance/support to our client when she is experiencing any seizure activity.
- Administer all medication, flushes and enteral feed as per our client's medication policy and feeding regime.
- To provide encouragement, reassurance and comfort in times of discomfort, distress or ill health.
- Monitor and record vital signs whilst our client is asleep and be able to respond appropriately when not within normal range.
- To organize and provide our client with various recreational, educational and social activities both at home and accompany our client to access a variety of activities in the community.
- To be able to recognize what our client is trying to communicate and act accordingly.
- To escort our client on family outings, medical appointments and holidays.
- To encourage our client and her siblings to spend quality time together and engage in activities.
- To create in conjunction with other members of the team a caring and supportive atmosphere in which growth and independence are encouraged by maintained a supportive and positive role.
- There is a lot of manual handling involved in assisting our client including her wheelchair and other mechanical aids (mobile hoist, stander and Acheeva).

Continuous Personal Development

- To attend all training opportunities relevant to the job role.
- To fully participate in supervisions and appraisals.
- To attend and contribute to any organized meetings.

GENERAL RESPONSIBILITIES

- To maintain accurate, concise, up-to-date and timely records within our client's daily log and ensure medication and seizure records are kept up-to-date.

- To report any concerns that you may have to the Team Leader/or parents (in Team leader's absence).
- To monitor stock levels and manage the order of our client's equipment in the absence of the Team Leader.
- Undertaken a variety of household and infection control tasks (washing, ironing, cleaning) as required.
- To communicate effective and professionally in providing a competent handover to other members of the team.
- To be punctual for shifts, so that an appropriate handover can be given.
- Ensure all duties are carried out in accordance with Health & Safety regulations and CCMS policies and procedures.

You may be required to undertake other tasks on an ad-hoc basis.

Created: 17/01/2019

Sarah Stell – Team Leader