

JOB DESCRIPTION (SF/DJ)

Job Description: Support Worker

Responsible To: Case Manager (Denise Jones)

Tel: Main Office 01608 682522

Mobile: 07500930665.

Job Summary: To work with the client in a rehabilitation and support role, enabling him to lead as fulfilling a life as possible, maximising his physical and psychological well-being and safety at all times giving help with activities of daily living. (Refer to risk assessment document. Our client is a 17-year old male who has Cerebral Palsy and communicates with signs and a communication aid. He is an inquisitive sociable bright young man with a good understanding of the world around him and keen to explore all opportunities he can. The client has 2-1 care and support.

To work with the client to continue to develop his skills for independence with his personal care, toileting ,day to day activities ,budget management, planning activities and social skills. He is very interested in engineering cars and exploring new places. To administer medication as prescribed.

The client attends a special school and has residential respite some school terms ,when shifts may change to accommodate this but support staff will continue to be given their contracted hours. During this time on call will be worked on a shared paid basis.

Key Goals:

- (1) To work on a physiotherapy programme under the Supervision and guidance of a chartered physiotherapist. To support him to access his Hydrotherapy Pool and undertake exercises and swimming. Support worker to undertake pool competency training.
- (2) To work on activities under the supervision of an occupational therapist and encourage confidence in all communication.
- (3) Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Support the client to communicate using his communication aid.

- (4) To work on an active programme of support to include a range of activities. To support recommendations made by the occupational therapist and incorporate into his daily and weekly routine.
- (4) To escort the client to/from school in his Vehicle and for outings, and to drive him 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.
- (5) To undertake sleep in shifts at the family home or when away on overnight stays or on holidays with the client.
- (6) Respect the need for confidentiality when the client or his family speak/communicate on matters of a private and personal nature.
- (6) Enable the client to make choices and decisions within his abilities when ever possible.

Aids to Daily Living:

- i) Help to keep the client's room clean and tidy.
The client's to be supported with personal care and kept clean and dressed appropriately.
Bedding to be changed daily as required and all laundry and ironing cared for.
- ii) Report any breakages as soon as possible.
- iii) Report any hazards or health and safety concerns as soon as possible.
- iv) Check all equipment is in safe working order as per risk assessment requirements.
- v) Take the client to /from school, shopping, outings with and or as instructed by mum.
- vi) Managing clients shopping, meal preparation and keeping his home tidy including light domestic duties.

Petty Cash: Be responsible for any "petty cash" which maybe made available to you and keep a record of expenditure with receipts.

Pay Monthly: Hours to be confirmed by case manager or assistant case manager and collected, in order to be faxed to (Wages Clerk) the Friday before the last Friday in the month. You will be paid by BACS on last Friday of each month or prior to this.

Contract: There will be a three-month probationary period and to be reviewed three months later.

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

Liaison:

All carers must attend training and team meetings/supervisions with the case manager and therapists and these meetings will be held not more frequently than monthly.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the carers and written records to be kept. It is important to maintain a realistic outlook on the client's abilities.

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 Job Description outlining the responsibilities of a Support Worker which will be discussed in more detail as part of your training.

Signed

Date