

JOB DESCRIPTION (SF/DJ)

Job Description:	Buddy/PA
Responsible To:	Case Manager (Denise Jones)
Job Summary:	<p>Our client is an 18-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. He has 2-1 care and support. He is a full-time wheelchair user and needs help with daily living.</p> <p>The role is to work with him to continue to develop his skills for independence with his personal care, meal preparation transfers, day to day activities, budget management, planning activities and social skills. Support him using his communication aid. He is able to be involved in all decision making.</p> <p>Enable him to make decisions and choices within his abilities.</p> <p>He would like you to share his interest in his love of cars, motorbikes, Top Gear, engineering, science experiments, wrestling, history, reading and car shows. He enjoys rock music. He loves to go out, be taken on weekends away and he enjoys exploring new places. He enjoys going to the pub for a pint.</p>

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. Buddy to undertake pool competency training.
- (2) To work in conjunction with his Neuropsychologist and follow his support plan/care plan.
- (3) To work on activities under the supervision of an occupational therapist and encourage his confidence in all communication. To work to risk assessments.

- (4) Follow any instructions regarding the client's ability combined with the therapeutic needs of positioning and postural management. Support the client to communicate using his communication aid.
- (4) To support with planning and attending a wide range of activities in the community. To escort in his vehicle with another worker.

To drive him on outings (providing you have been accepted under the motor insurance).
- (5) To undertake sleep in shifts at the family home or when away on overnight stays or on holidays with him.
- (6) Respect the need for confidentiality when our client or his family speak/communicate on matters of a private and personal nature.
- (7) To support with shopping, meal preparation, Prepare meals and drinks with him. Light domestic duties.
- (8) To administer medication once trained.
- (9) Check all equipment is in safe working order as per risk assessments.
- (10) To complete daily support record logs.
- (11) To work closely with the Team Leader and Case Manager and liaise with health care professionals.
- (12) To support him with family matters and keep his mother informed of any changes if agreed by the client.
- (13) To attend all meetings with the Case Manager and Assistant Case Manager.
- (14) To complete all mandatory and client specific training.

Petty Cash:

Be responsible for any "petty cash" which may be 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 by time sheet on the 19th of each 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 Buddy/PA Job Description outlining the responsibilities of a Buddy/PA 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