

JOB DESCRIPTION (DA/MV)

Job Description: Support Worker

Responsible To: Meera Vitarana, Case Manager

Employed by: Royds Withy King

Job Summary: To work with our client in a rehabilitation and support role, enabling the client to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living.

Our client attends school and requires assistance of 2 for morning and evening tasks, therefore support workers are required in the morning and evenings.

Our client is very placid and enjoys sensory activities. He enjoys going out and attempts to interact, especially within an activity he enjoys.

Requirements Ability to work using IT for email and support worker documentation.

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

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

Treating therapists have been appointed and initial assessments carried out therefore any therapy plan must be adhered to:

Key Goals:

- (1) To work on a therapy programme under the therapist's guidance to increase both physical and psychological functional ability and using appropriate aids and equipment, as taught as part of daily routines having been assessed as being confident and competent. Refer to therapy programme and goals.

- (2) To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding our client's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.
- (3) To escort our client to therapy sessions and for outings, and to drive him/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.
- (4) Respect the need for confidentiality when our client's family speak/communicate on matters of a private and personal nature.
- (5) Enable our client to make choices and decisions whenever possible.
- (6) Read and keep updated with all CCMS policies and procedures.

Aids to Daily Living:

- i) Help to keep our client's room clean and tidy.
- ii) Our client's washing and ironing to be kept up together. Our client to be always well presented and cleanly dressed.
- iii) Report any breakages as soon as possible.
- iv) Report any hazards or health and safety concerns as soon as possible.
- v) Check all equipment is in safe working order as per risk assessment requirements.
- vi) Take our client shopping, outings etc.
- vii) Keep our client clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.
- viii) Interact and initiate sensory activities with him.

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 case manager.

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 last Friday in the month. You will be paid by cheque/BACS for the 1st of each month or as soon as can be arranged thereafter.

Contract: There will be a three-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 must attend meetings with the case manager and therapists and 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 our client’s 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