

## **JOB DESCRIPTION – PERSONAL ASSISTANT (KGL/JE)**

Job Description: Part time support worker

Responsible To: Clients Deputy

Managed by: James Evans

### **The Client**

Our client is a young man in his late 20's who has sustained a Traumatic Brain Injury, subsequently he has a number of physical and cognitive challenges. He requires support in many aspects of his daily routine and personal care.

The role involves providing support to aid the client with activities of daily living, including participating in a varied rehabilitation programme.

The role of the Personal Assistant requires energy and enthusiasm to be a part of a dynamic rehabilitation team working in the community.

The role is part time, working a minimum of 15 hours per week, with the view to picking up additional hours to cover holiday, sickness, staff training etc.

### **Job Summary:**

- To work in a rehabilitation and support role, enabling our client to lead as fulfilling a life as possible, maximising his independence and psychological well-being and safety at all times giving help with activities of daily, independent living.
- Enable our client to make choices and decisions whenever possible. To work both in and away from our client's home in a supporting / caring role, enabling our client to lead as fulfilling a life as possible, maximising his independence and psychological well-being and safety at all times giving help with activities of daily living and rehabilitation.

### **The Responsibilities of the Personal Assistant**

- To provide assistance with all of the client's care requirements.
- To support and promote a health diet and meal choices.
- To enable the client to access the local community and engage in appropriate activities in line with the overall rehabilitation programme and risk assessment.
- To promote the client's well-being and happiness.
- To provide assistance with all aspects of the client's on-going rehabilitation under the supervision of any treating Doctors and Therapists.
- To maintain a safe environment for the client and generally in the home and in all community based activities (subject to training and risk assessment).
- To transport the client by driving his car, or any other vehicle deemed suitable (subject to appropriate assessment and insurance).

- To follow the Rehabilitation Programme agreed with the Case Manager
- To use initiative when unforeseen events occur.
- To work as a member of a small team to ensure good communication, flexibility, and a consistent approach to care.
- To attend team meetings and training sessions as requested.
- To make a daily report following each duty regarding the clients welfare.
- To liaise with the Case Manager about general progress and regarding all incidents that are either unusual or which give raise for concern.
- To respect the privacy of the client and his family. All matters relating to the client's situation and family are to be treated as confidential and are not to be disclosed to a third party.

### **SKILLS REQUIRED**

<b><u>Support Worker / Carer required &amp; desired skills</u></b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
Knowledge and experience working with dependent clients.	Knowledge and experience working with neurologically compromised clients.
Excellent communication skills.	Experience working with clients in a community setting.
Excellent record keeping and professional documentation.	Competent IT skill.
An ability to work flexibly, covering a range of shifts sometimes at short notice	A desire to develop own skills and career path.
An ability and willingness to work creatively to maximise the qualitative experience of our client.	
Excellent organisational skills.	
An ability to work closely with multidisciplinary professionals.	
An ability to work independently whilst being willing to seek support from the Case Management team when necessary. Competent driving skills.	

### **PERSONAL SPECIFICATION**

The successful applicant will have excellent interpersonal and communication skills, be organised and able to plan effectively. They will demonstrate an ability to problem solve creatively. They should demonstrate the ability to work well within a multi-disciplinary team. Experience or an interest in working with neurologically impaired clients is desirable. A willingness to participate fully in training is essential.

We are looking for bright, energetic, motivated individual, who has a robust and resilient personality, is an empathic and committed individual to fulfil this unique role.