

Job Description (EG/SD)

Job Description:	Support Worker
Reporting to:	EG's mother and father in the first instance and upwards of that Sabrina Dodson case manager.
Job Summary:	To work alongside EG in a rehabilitation and support role, enabling the her to lead as fulfilling a life as possible, maximising her physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living enabling her to integrate into the community, supporting her day-to-day needs and resourcing suitable local facilities for social integration and educational needs
Requirements	<p>Ability to work using IT for email and support worker documentation.</p> <p>Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.</p> <p>Must hold a full driving licence and happy to drive on motorways as required.</p>

Key Working Relationships

- A. Develop a rapport with EG and maintain a constructive and objective relationship with her.
- B. Become acquainted with EG's family and extended family, appreciating their roles in supporting EG.
- C. Communicate with Sabrina Dodson as to any matters of concern.
- D. Liaise with other carers and relevant professionals and/or organisations when necessary.
- E. To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.

- F. To work on an occupational therapists programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.
- G. To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding EG'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.
- H. Generally to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists. Developing a good working relationship with EG's therapists, taking note and listening to training given and ask appropriate questions.
- I. To escort EG to therapy sessions and for outings, and to drive 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
- J. Respect the need for confidentiality when XX or their family speak/communicate on matters of a private and personal nature.
- K. Enable EG to make choices and decisions whenever possible.
- L. Read and keep updated with all CCMS policies and procedures

Aids to Daily Living:

- i) Help to keep EG's room clean and tidy.
- ii) EG's washing and ironing to be kept up together. EG 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 EG shopping, outings etc.
- vii) Keep EG clean and bathed, assist with feeding using techniques, which will be taught to you. Special attention to mouth care.

Key Tasks

1. To follow care and rehabilitation approaches being aware of EG's mental and physical limitations and promoting EG's well-being, comfort, and safety at all times.
2. To engage and work with EG in providing and following plans and structure for the week.
3. To enable EG to maintain and develop a good quality of life and be able to access appropriate leisure activities.
4. To support EG in the maintenance of her role in the family.
5. To communicate with family members and relevant professionals as necessary.
6. To support EG in the use of any specialist rehabilitation equipment that her therapists suggest that she uses.
7. To carry out EG's day to day therapy as instructed by her therapists.
8. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in their post as directed by EG's case manager.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussion and problems caused by EG's additional needs.
- 1.2 Allow EG a freedom of choice and the opportunity to further develop her independence skills when appropriate and as directed by her therapists.
- 1.3 Maintain a positive yet realistic approach to EG offering support and encouragement when needed.
- 1.4 Be aware of exercises and techniques recommended by therapists working with EG and establish a routine in daily life with EG using these.
- 1.5 Manage all of EG's personal care needs.

1.6 To clean up after EG as may be appropriate in the management of her personal care needs.

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2.0 Be prepared to drive/escort EG to activities as needed.

2.1 Encourage EG to participate in activities as much as practicably possible and take part yourself when appropriate.

2.2 Investigate local resources and establish communication networks to suggest appropriate activities to do with EG and then undertake these activities with the agreement of her parents.

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3.0 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning EG and her family.

3.1 Endeavour to maintain a professional and cordial relationship with EG's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.

3.2 In the absence of her parents to communicate with professionals and organisations on EG's behalf.

3.3 When unsure of appropriate action to take, contact the case manager for advice.

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4.0 Communicate with and support other carers in the team through handovers, team meetings, use of the diary etc.

4.1 Maintain a diary of appointments etc.

4.2 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends.

4.3 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.

4.4 Keep copies of EG's therapy goals and notes of her progress as appropriate.

Petty Cash: Be responsible for any “petty cash” which maybe 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 on 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, with contract to follow.

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 EG’s abilities.

This is by no means an exhaustive list and there are other areas, which will become apparent as time goes by. 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