

JOB DESCRIPTION (SA/SL)

Job Description: Support Worker

Responsibility to: Case Manager – Susannah Leonard

23 Blackwell Business Park
Blackwell
Shipston on Stour
Warwickshire
CV36 4PE

Tel: 01608 682522

Job Summary: To work with a 26 year old young man currently living in South Woodford, London E18 who has an acquired brain injury, supporting him within the family home and the community. Support workers must be organised, confident, enthusiastic and positive, with excellent communication skills. They must have the ability to work independently and flexibly. Support workers need to be empathetic, supportive and enable the client to maximise his independence. To create and support opportunities to develop social and leisure interests. To support activities as part of on-going rehabilitation this includes physiotherapy (under the guidance of a treating therapist), occupational therapy, psychology and any other therapist the client may require. To support the client with personal administration tasks, to include budgeting and completing forms. To carry out risk assessments and assess and maintain the client's safety at all times. To promote privacy and confidentiality at all times. A full driving licence is essential.

KEY GOALS

- 1 To work in partnership with the client on an active programme of rehabilitation and support, to include a range of activities that will enhance and develop independence across all aspects of life.
- 2 Attend meetings with the Case Manager, therapists, family and other professionals.

- 3 Electronic written records must be kept and transmitted to Case Manager following each shift.
- 4 To accompany the client to therapeutic and social activities and to provide motivation and reduce anxiety.
5. Respect the need for confidentiality in relation to private and personal issues.

ADDITIONAL RESPONSIBILITIES

- 1 Set up Care / Support Plan and daily record, with support from Case Manager
- 2 Carry out the necessary Risk Assessments with support from the Team Leader / Case Manager / Adhere to the controls identified in all Risk Assessments in place. These may include treating therapist produced Risk Assessments
- 3 Check that the planned activities are being maintained, taking into consideration specific factors that may prevent this.
- 4 Work within a budget as laid down by Case Manager and the client's parents.
- 5 Be available at mutually agreeable times should your employer/ Case Manager wish to discuss anything with you.
- 6 Work within QCS guidelines, following Policy and Procedures at all times.

Pay Monthly: Hours to be confirmed by Case Manager and collected on a timesheet in order to be emailed to payroll by 20th of the month. (Paid by BACS on last Friday of each month).

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

Contract: There will be a three month probationary period.

Initially a letter of appointment will be given, which will contain your holiday entitlement,

sickness arrangements, hourly rate etc. prior to issue of the full contract.

Liaison:

All Support workers must attend meetings with the Case Manager and therapists. 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 Support worker and written records to be kept.

Supervision & Appraisals: All Support workers will receive regular supervisions and Annual Appraisals with the Team Leader / Case Manager according to CCMS Ltd Policy.

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

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Date