

JOB DESCRIPTION: SUPPORT WORKER



Job Title: Support Worker

Reports to: Team Leader & Case Manager

Employed by: EMG (Deputy for the client)

Hours: To be confirmed

Main Functions of the Role:

- To work with a 26-year-old young lady with cerebral palsy in an enabling manner and to promote independence where able. This will involve all personal care, accessing the community for activities, or supporting her at home including play.
- To work with & follow the agreed care plan.
- To think independently and be able to source activities both at home and within the community which she may enjoy so helping to develop a structured program of activity.
- To maintain Care skills at current level and undertake training and development as may from time to time be required to maintain practices as up to date.
- To participate in team meeting

Main Duties: Support Required

- To work with our client in their own home and in the community (2 x staff)
- To be responsible to the Client and work within the guidelines of employment.
- To provide assistance, motivation, support & encouragement to aim towards maintaining and encouraging as independent a lifestyle as possible for the client.
- To motivate and encourage participation in a variety of personal, domestic, and leisure pursuits.
- To travel with and act as driver & accompany the Client on outings.
- To monitor and support agreed rehabilitation techniques and strategies.
- Help to meet the emotional needs of the Client.
- To develop effective working relationships with the whole of the team.
- To assist in the development of policies & procedure & support documentation with the team for the Client.
- To participate in the evaluation of the support provided.
- To undertake training & supervision as arranged by the Case Manager and other therapists.

- To liaise closely with other professionals when required and as directed by the Case Manager.
- To participate in regular reviews/team meetings as directed by the Case Manager.
- To complete Client records as discussed with the Case Manager ensuring confidentiality in record keeping and any discussions relating to the Client.
- In an emergency stand in for other members of the team if the Client would otherwise be at risk or suffer harm.
- To maintain confidentiality & diplomacy.

Human Resources:

- Assist with the introduction and induction of new Team Members to the client.
- Support the implementation of TCM's policies and procedures.
- Support the effective resolution of team conflicts.
- Support a work atmosphere which promotes a high quality of work life and maintain our culture of performance & excellence.

Health and Safety

In accordance with the Health and Safety at work act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during work and cooperate with the company and others in meeting statutory legislations.

To comply with safety instructions

To use in a proper safe manner the equipment and facilities provided.

To refrain from wilful misuse of, or interference with, anything provided in the interest of Health and Safety and any action, which might endanger yourself and others.

To report as soon as practicable, accidents and untoward incidents.

Postscript:

This is not intended to be a comprehensive description of the duties of this post. The post holder may be required to undertake other related duties not specifically mentioned above. Any changes to this role specification will be made in consultation with the post holder.

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
Experience	<p>To have worked with Clients with a disability</p> <p>Willingness to work towards a Care Certificate</p>	NVQ 2 in Health & Social Care
Skills, Knowledge and Competencies	<p>To be of casual but professional appearance</p> <p>Computer Literacy</p> <p>Good written and verbal communication skills</p> <p>Communicate effectively with Clients, family, and professionals.</p> <p>Able to work on own initiative and unsupervised.</p> <p>Demonstrate good organisational skills.</p> <p>Able to maintain confidentiality and diplomacy.</p> <p>To work effectively as a team</p>	<p>To demonstrate ability to manage challenging behaviour.</p> <p>Ability to participate in writing care plans, support plans and risk assessments.</p>
Specific to the Job	<p>Able to drive & have a clean driving licence.</p> <p>Able to cover planned holidays.</p> <p>Able to cover sick leave.</p>	

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	Able to work flexible working hours. Eligible for DBS check	
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