

JOB DESCRIPTION

Job Title:	Support Worker
Employed by:	Client's Mother on behalf of Client
Responsible to:	Case Manager
Hours:	20 - 25 per week, to include evenings and weekends
Pay:	£13 per hour weekday during probation, £14 per weekday once probation passed, any further rates TBC
Contract:	Permanent – There will be a 6-month probationary period.

Job Summary:

To work with a lovely 16-year-old young lady who has cerebral palsy in an enabling manner and to promote independence. You will need to be able to think independently and source activities which she may enjoy in the community. You will be assisting to develop a program of structured activities and hours will need to be flexible. There will be input from therapists which you will be expected to assist with. You will be required to assist with personal care. Applicants should be comfortable with working in a family home, including their very friendly dog.

Support Duties to Include:

- 1) To work with a young lady in her own home and in the community including educational setting.
- 2) To be responsible to the client and to work within the guidelines set out in the contract of employment.
- 3) To assist in all aspects of personal care.
- 4) To provide assistance, motivation, support and encouragement to aim towards a more independent lifestyle for the client.
- 5) To motivate and encourage participation in a variety of domestic, leisure, educational and work pursuits which contribute to her mental and physical development..
- 6) To travel with and act as driver and accompany the client on community activities.

- 7) To prioritise Client's health, safety and wellbeing at all times
- 8) To motivate and encourage to complete domestic activities to a standard acceptable to the client
- 9) Help to meet the emotional needs of the client.
- 10) To maintain care practice skills and relevant knowledge and undertake such training and development as may be required from time to time to maintain competency and the ability to provide a service which reflects the Client's needs, wishes and expectations, current best practice, regulatory and other requirements in a cost effective and efficient manner.
- 11) To liaise closely with other professionals / therapists as directed by the client / family and Case Manager.
- 12) To participate in regular reviews as directed by the client / family and Case manager.
- 13) To ensure client confidentiality in record keeping and discussions concerning the client.
- 14) In an emergency, stand in for other members of staff if the client would otherwise be at risk or suffer harm.
- 15) To maintain confidentiality and diplomacy.
- 16) Any other appropriate and reasonable task in relation to the employment as agreed with the client and Case Manager.
- 17) To enable Client's immediate family to enjoy a high quality of life through your support and care

Main Duties:

- To provide a positive and effective approach to the Client's identified and assessed needs, the wishes and expectations of his family and others who care about her.
- To maintain a positive approach to the philosophy which underpins the care and support provided.

- To support and contribute to the development of the service provided and assist in the resolution of any issues which may occur.
- To work in an effective and purposeful manner and minimise any risks to the Client, self and others and the view of the service provided.
- To assist in the assessment of the Client's needs and facilitate his ability to communicate her needs, wishes and expectations.
- To ensure that Client's needs influence and inform all care and support provided, that she is kept safe and his rights and interests are protected at all times.
- To maintain a record of all care and support provided and contribute to the review of all care and support plans, risk assessments, policy and procedures.
- To seek opportunities to develop the knowledge and skill with which to meet Client's needs, wishes and expectations.
- To assist in the induction of new to post and other Support Workers and the development of a service which reflects best practice at all times and a commitment to an ever better standard of care.

Health and Safety:

- In accordance with the Health and Safety at Work Act 1974 and other regulatory legislation, take all reasonable care to avoid injury during the course of your work and cooperate with the Case Manager and others in meeting all regulatory requirements.
- To comply with safety instructions and advice at all times.

- To use all equipment and facilities provided in a proper and safe manner at all times, following manufacturer's and supplier's advice and instructions.
- In accordance with the Health and Safety at Work Act 1974 and other regulatory legislation, you are required to take reasonable care to avoid injury during the course of your work and cooperate with the Case Manager and others in meeting all regulatory requirements.
- To comply with safety instructions.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from willful 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 job description will be made in consultation with the post holder.

PERSON SPECIFICATION



Job Title: Support Worker

	ESSENTIAL	DESIRABLE
EXPERIENCE	To have worked with young people with a disability	To have worked with clients with brain injury Qualification in Health and Social Care
Skills, Knowledge and Competencies	<p>To be of casual but professional appearance</p> <p>Computer Literacy</p> <p>Communicate effectively with client, family and professionals</p> <p>Good written and communication skills</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 within a team</p> <p>Be punctual, reliable and flexible as the job requires, prioritising the needs of Client and her family.</p> <p>Patience and trustworthiness.</p> <p>Fit, healthy, energetic.</p>	<p>To have an interest in music and films.</p> <p>To demonstrate ability to manage challenging behaviour</p> <p>Ability to participate in writing care plans, support plans and risk assessments.</p>

	Have a positive approach to diversity and equality and behave fairly towards others.	
Specific to the Job	<p>Able to drive a car</p> <p>Able to cover planned holidays at all times</p> <p>Able to cover sick leave with some notice</p> <p>Able to work flexible hours</p> <p>Satisfactory DBS check</p>	Full clean drivers license.