

JOB DESCRIPTION

Job Description: Personal assistant

Responsible To: Case Manager

Employed by: Boyes Turner LLP acting as Deputy, on behalf of Penny Fletcher

Job Summary: To work with the client in a rehabilitation and support role, enabling them to lead as fulfilling a life as possible, maximising their physical and psychological well-being and safety at all times giving help and assistance with all activities of daily living, as indicated by the client. (Refer to risk assessment document).

Requirements: Ability to work using IT for email and daily documentation. Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Must hold a full driving licence and happy to drive on motorways as required.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

- To work on a physiotherapy programme under the Supervision and guidance of a neuro physiotherapist. Refer to physio programme and goals.
- To work on an occupational therapist 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.
- Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.
- To escort the client 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.

- To support the client by enabling her to pick her sister up from after school club during term time, and returning them both to the client's home. During school holidays, you will need to provide support to both the client and her younger sister, who is aged 4, whilst their parents are at work.
- Respect the need for confidentiality when the client or their family speak/communicate on matters of a private and personal nature.
- Enable the client to make choices and decisions whenever possible.
- Read and keep updated with all CCM policies and procedures

Aids to Daily Living:

- Support the client as indicated with any personal cares, inclusive of showering, dressing and continence-**only when indicated by the client**. It is important that the client maintains her independence, as this is important to her.
- To supervise and support the client as indicated with medication administration-the client may need support with opening and closing medication bottles.
- Support with any light domestic duties, inclusive of laundry and dishes.
- Support the client as indicated with any meal preparation. You will also need to support with providing meals to her younger sister during the school holidays.
- Report any breakages as soon as possible.
- Report any hazards or health and safety concerns as soon as possible.
- Check all equipment is in safe working order as per risk assessment requirements.

- Take the client shopping, outings, appointments etc. You will be required to also take the client's younger sibling on any outings with the client during the school holidays.

Petty Cash: Be responsible for any "petty cash" which may be 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.

Liaison: 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 the client's abilities.

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.

**Please note: Community Case Management Ltd are not the Employer, nor should we be referred to as such.*

Signed

Date