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| **JOB DESCRIPTION** |

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| **Employee**  Job Title : Support Worker - Children  Location : Service user’s residence | **Direct Manager**  Job Title : Case Manager  Location : March House |

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| **Purpose of Role**   * To support a child and their family in their own home and in the community in accordance with the child’s rehabilitation support plan * To promote the child’s safety at all times and provide a stimulating environment that will encourage the client’s motivation to undertake and complete activities of living within realistic parameters. * To meet the service user’s needs by facilitating rehabilitation, providing companionship, support, care, advice and supervision to maximise their independence and reduce risks. * To provide a flexible and supportive service that assists the family in meeting their child’s rehabilitation needs. |

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| **Employee** | **Supervisor** | **Employer** |
| Signature :  Date: : | Name : | Name: |

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| **JOB DESCRIPTION Support Worker** |

**Key Responsibilities**

* 1. Support service users to develop and maintain skills that enable them to manage their daily lives, becoming active and contributing to the community in which they live in accordance with the support plan and in conjunction with agreed therapy goals.
  2. To support the client’s parent’s in spending time with their child by assisting with other household tasks and activities as requested.
  3. Establish and maintain professional working relationships with the service user. This includes actively listening to the service user’s views, decisions and choices to enable full involvement and participation in actions or decisions that affect the service user’s day to day life.
  4. To contribute to the development and implementation of service user risk assessments, in accordance with health and safety guidelines.
  5. To work in accordance with the service’s infection control guidelines.
  6. Support the service user to lead full lives and develop/maintain relationships.
  7. To promote the client’s independence and autonomy at all times in line with the individuals agreed rehabilitation plan.
  8. Accompany the service user on activities or appointments and actively participate as required.
  9. Support and contribute to the development of networks with other partners such as employees, leisure and education services in the community that contribute to the achievement of rehabilitation objectives.
  10. To facilitate and support access to community and leisure activities and to actively encourage participation in a variety of leisure and sporting pursuits
  11. As appropriate, assist in the cleaning and maintenance of the home and maintaining a safe environment for the service user and other family members. You will report any hazards, defects or deterioration in the condition of the working environment to the line manager as necessary.
  12. To work as a member of a team, supporting the service user, their family and colleagues appropriately.
  13. To liaise in a professional manner at all times with the service user’s family members, friends, advocates and other professionals in order to maximise rehabilitation potential.
  14. To be an active, knowledgeable participant in the client’s rehabilitation programme.
  15. To support the planning and organising of daily, weekly, monthly activities and structure and routines using compensatory strategies where required.
  16. To work closely with other professionals during therapy sessions and to assist in therapy programmes afterwards following the advice of the therapists including physical, cognitive and behavioural strategies.
  17. To ensure personal care, food hygiene and medication needs of the service user are met sensitively and with respect, in accordance with relevant guidelines.
  18. To complete written records/reports clearly and accurately in accordance with the guidelines provided to ensure service user progress is monitored and relevant information included in service user reviews.
  19. To ensure confidentiality of information in respect of records maintained and tasks undertaken within the client’s home. This includes maintaining strict confidentiality in relation to any personal information (including that of Client’s name, his/her family and other employees) that may become known to you in the course of your work or associated activities.
  20. Ensure provision of transport for service user, through the use of public transport and the family vehicle, in order that they may access the community as required.

**OTHER DUTIES**

1. To attend, participate in, and contribute to training courses (internal and external) and team meetings in order to contribute to quality services and self development.
2. To work in accordance with the rota system, working unsociable hours and undertaking waking night or sleep in duties as required. Notify absences or change of circumstances in a timely manner to the line manager, in accordance with your employer’s policy.
3. To comply with your employer’s policies and procedures at all times.
4. To undertake any other duties as may from time to time be specified by your employer that are within the level and responsibility, appropriate to the grade of post.