

Date: June 22

Dear Applicant

Re: Vacancy: Support Worker, Reference: AJCM/JH/TB/SW1022

Thank you for applying for the above position and please find the recruitment pack as requested.

All applicants who are invited for interview will be asked to provide documentary evidence confirming their right to work in the UK and posts offered are subject to two excellent references and successful DBS checks and enhanced disclosure. All applications are dealt with the utmost sensitivity and confidentiality.

No job applicant receives less favourable treatment on the grounds of age, disability, gender and transgender status, race and ethnicity, religion and belief (including no belief), marriage or civil partnership status or sexual orientation.

Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Support Worker. AJ Case Management is not the employer. Your employer will be your client via their representative.

We look forward to receiving your application.

Yours sincerely

AJ Case Management Recruitment Team

[ajrecruitment@ajcasemanagement.com](mailto:ajrecruitment@ajcasemanagement.com)

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## 1. Summary of Vacancy

Ref: AJCM/JH/TB/SW1022

Role: Brain Injury Support Worker

Hours: Part Time Hours TBC

Contract: 24 hours plus pick ups

Rates: £12 per hour week days  
£13 per hour weekends

Closing Date: TBC

Employer: Please note that AJ Case Management Ltd is assisting the client to recruit and employ a Support Worker.

**AJ Case Management is not the employer.**

Contact: [ajrecruitment@ajcasemanagement.com](mailto:ajrecruitment@ajcasemanagement.com)

## 2. Advert

### **Brain Injury Support Worker – Kingswinford**

#### **Flexible support worker available at £12 - £13 per hour**

An exciting opportunity to support a young male with cerebral palsy, living in his own home. Are you sociable and enjoy being active? Our client regularly takes part in bowling, caring for his dog, swimming, as well as attending discos, cinema trips, theatre and football matches. He also enjoys gaming and loves spending time watching TV.

He is very sociable and likes having a laugh.

Please note availability to work weekends and wake nights as required

The successful candidate must be able to demonstrate:

- A willingness to learn
- Ability to work as part of a team on a rota to include days, wake nights and weekends.
- A full driving licence is preferable, the client has his own car for work use
- Good communication and interpersonal skills
- A flexible and positive attitude
- A caring disposition and a good sense of humour
- Basic computing skills
- Non Smoker

Full training will be provided on the job.

This is a fantastic opportunity to work with a quality case management company which values long term personal and professional development and treats staff with respect. In addition, your commitment and attention will be rewarded with excellent rates of pay and a great deal of job satisfaction.

Please note that employment will be subject to excellent references and an enhanced DBS disclosure being obtained.

Closing Date: TBC

Please click on the link to apply for this position.

If you require further details, please email: [ajrecruitment@ajcasemanagement.com](mailto:ajrecruitment@ajcasemanagement.com)

or call on 01902 244170 and quote ref: AJCM/JH/TB/1022

### 3. Meet the Client

Hi I am 33 years old and live alone with carer support

I enjoy football (Wolves), TV, Film, Theatre, Drama, swimming and socialising with friends.

I need help with personal care, communication and support with decision making

I don't like!  
Being talked over and not being listened too.

## 4. JOB DESCRIPTION

### 3. JOB DESCRIPTION

**JOB TITLE:** Support Worker

**REPORTS TO:** Team Leader / Case Manager

**MAIN SCOPE OF THE JOB:** This service involves a programme of support that is personalised for each service user in the form of a support plan. Support duties will therefore include assisting the service user and include a variety of duties, and in doing so the support worker will observe and respect the service user's dignity, privacy and independence.

#### **DUTIES PERFORMED:**

##### **STAFF**

- To ensure that client, Team Leader, Case Manager and therapy team are fully informed of developments.
- To comply with relevant legislation and operational guidelines. To maintain standards of care and report to Case Manager any breaches in professional practice. Refer to AJ Case Management Ltd.'s Policy and Procedure file for all legislation and operational guidelines.
- Participate fully with your Team Leader / Case Manager in supervision and appraisal for your personal and professional development.
- Attend regular meetings to ensure that quality of support and care is provided to meet our client's care and therapy needs.
- In conjunction with your Case Manager/Team Leader ensure that a personalised support plan is in place and recommendations followed. This plan should be reviewed and updated regularly and in accordance with AJCM policies and procedures.
- In conjunction with your Case Manager / Team Leader and Registered Manager ensure that recording and reporting systems are in place in accordance with AJCM policies and procedures.
- Ensure that you read and sign the regularly updated personalised support plan, remain up to date with all policies and complete all training that has been identified within agreed time frames.

## CLIENT

### Personalised Support Plan and Rehabilitation

- To ensure the individual needs of the client are met at all times, ensuring that routines are arranged totally to meet the client's needs. To this end, it is likely that negotiated hours will change with the client's changing needs/wishes. The role will involve working to a rota that covers 365 days a year, including evening, weekend, waking and sleeping night provision
- To contribute to the planning of a programme of support and therapy to meet the client's needs. To assist the client with treatment as agreed by any treating professional
- To prepare reports as required and participate in meetings, e.g. planning meetings and multi-disciplinary meetings as appropriate
- To encourage the client to live as full, active and comfortable a life as possible, promoting independence at all times
- To provide personal care where required which may involve assistance with continence, health and medication, moving and handling, eating and preparing meals
- To support the client to make informed choices
- To be imaginative in finding new interests and activities with the client
- To support your client to maintain personal hygiene and appearance
- To provide a safe environment for all activities
- To promote independent life skills as identified in the support plan

### Communications and Confidentiality

- To ensure client confidentiality in record keeping and discussions
- To record detailed daily notes as per AJ Case Management Ltd.'s Policy and Procedures
- To promote effective communications and relationships with the client and work colleagues. To be aware of communication differences and adapt approach as required
- To liaise with external agencies as necessary in relation to the individual needs of the client (GP, Social Services, Housing, etc.)

### Additional Duties Required

- To ensure dignity, respect and privacy are maintained at all times for the client
- Be patient and calm at all times, using your initiative and risk assessments to deal with unforeseen circumstances to the best of your ability (see AJ Case Management Ltd.'s Risk Assessment Policy)
- To provide high standards of cleanliness, comfort and homeliness at all times. To undertake household duties as required and instructed by the client and to support client to manage their domestic and personal resources based on their own wishes

### **GENERAL**

- To attend all meetings called by the Team Leader / Case Manager
- To be individually accountable for standards of professional practice
- In an emergency, and in case of illness, be able to be flexible and to stand in for other staff members if the client would otherwise be at risk or suffer harm
- To undertake any other related duties commensurate with the general level of responsibility of the post
- Ensuring confidentiality is maintained at all times in keeping with the Data Protection Act – ensuring personal details are not disclosed to any unauthorised person
- To demonstrate understanding and awareness of AJ Case Management's equal opportunity policy and be able to put this into practice in a working environment
- To contribute toward the protection of individuals from abuse

**This is not meant to be an exhaustive list, the job holder may be required to undertake other duties as required from time to time.**

## 5. Person Specification

### Essential requirements of the applicant:

- ✓ Evidence of qualifications in Health and Social Care equivalent to NVQ/QCF Level 2 or desire to learn.
- ✓ Strong IT skills including the ability to use a laptop to send emails, create Microsoft Word documents, write reports and carry out internet searches
- ✓ Own car with full driving licence
- ✓ Previous experience of providing person centred support
- ✓ Previous experience of working with clients 1:1 in the community and their own homes
- ✓ Understanding of regulations and legislation within health and social care
- ✓ Can demonstrate a willingness and ability to learn, as this role will require an extensive degree of knowledge and continuous personal development

### Desirable requirements of the applicant:

- ✓ Previous experience of working with therapists
- ✓ Previous experience of working with people who have cognitive difficulties, physical and communication difficulties
- ✓ Understanding of safeguarding adults at risk
- ✓ Can demonstrate a sound knowledge of CQC regulations
- ✓ To be a safe and confident driver
- ✓ To have a calm and laid back personality. However, a good sense of humour is essential
- ✓ Non-smoker

### In addition:

- ✓ Excellent verbal and non-verbal communication skills, including being a strong listener, and engaging with the client

## 5. Job Specification

### Summary for Support Worker

This is an exciting opportunity to support a young man with cerebral palsy in the community, enhancing his quality of life and promoting his independence

The role may also include accessing social and leisure activities in the community.

The role may involve supporting the client on holiday both in the UK and abroad

### Additional Information Relating to this client:

Our client suffered a severe acquired brain injury at birth and as a result of this he has physical, cognitive and communication difficulties. He lives in his own property and has a full support team to assist him with all daily living tasks.

The client enjoys going to concerts, swimming, is an avid Wolverhampton FC supporter and he loves attending social clubs e.g. disco, arts and craft and going on weekend trips away.

Our client is looking for support worker who is fun, has a good sense of humour and who demonstrates patience when supporting him to communicate.

### Pay and Conditions information

Waking hours – weekdays £10.86 per hour

Waking hours – weekends £11.95 per hour

Mileage: 0.40ppm (when travelling in own vehicle for work related activities.)

(The rota will be varied to meet the needs of our client and shift times and shift patterns are likely to change)

You will receive a part time hours contract, which includes a 6 month probationary period.

You will be required to attend an intensive induction.

Though AJCM is not your employer, all employment issues will be managed by AJCM.

### Holiday Entitlement:

5.6 weeks per annum (pro rata for part-time staff)

You may be required to take one week of your annual leave entitlement when the client is on holiday