

## **JOB DESCRIPTION**

Job Description: Nanny/Housekeeper

Responsible To: Case Manager Jane Hammond-Hawkins

### Job Summary:

The Nanny / Housekeeper will work within the client's home and in the community as required. This is a live-out position and meals and refreshments will be taken with the children/family on a day to day basis. A case manager is also in place and will offer the nanny support and direction. The family consists of a father who works in the city, a mother who is based at home and four school aged children; two children have high level Aspergers.

A multi-disciplinary team (MDT) is in place to support the eldest daughter, who has an acquired brain injury and mobility difficulties following a road traffic accident. The mother was also involved in the same accident and has suffered an acquired brain injury. Due to these difficulties we require a Nanny/housekeeper to assist the mother to run an organised household that supports the rehabilitation programme of the eldest daughter.

### The Responsibilities of the Nanny element of the role

- To support the mothers' skills, confidence and independence in parenting, as far as possible, within the limitations of her disability.
- To provide an organised structure to the household that provides consistent strategies regarding childcare for all four children.
- To provide childcare to supplement aspects of parenting that the Mother finds difficult to do unaided.
- To provide childcare when the mother is fatigued and needs to rest during the day.
- To assist the mother to effectively manage any challenging behaviours from the children using strategies identified by the treating therapists.
- To encourage and facilitate the normal development of the children through play and contact with peers.
- To assist the mother to provide the children with age appropriate stimulation and leisure and social activities.
- To assist the mother to take the children out to various activities.
- To promote a daily routine for the children that will promote their health and wellbeing, in collaboration with the mother, e.g. activity and rest, bedtime routines, meals etc.
- To maintain a safe environment for the children.

- To advise the mother of any concerns regarding the children’s health and wellbeing.
- Respect the parent’s wishes regarding parenting, e.g. discipline.
- To ensure good communication, flexibility, and a consistent approach to the care of the children.
- To accompany the family during annual holidays.
- To provide any basic medical tasks such as applying skin creams or assisting with splints or Lycra suits and immediate first aid as required, until the parents and/or ambulance arrives.
- To make a daily report following each duty regarding the child care provided using the on-line facilities.

The Responsibilities of the Housekeeper element of the role

- To carry out cleaning and tidying of the children’s bedrooms.
- To assist the mother to plan for the children’s weekly meals and assist her to shop and purchase the ingredients required.
- Working with the mother, to ensure that the children have their packed lunches prepared, assist with breakfast and ensure that there is a meal ready for the children after school.
- To undertake all aspects of laundry ensuring that the children have clean school uniform each day and clothes ready for social and sporting activities.
- Provide support and practical assistance to the mother to enable her to develop the necessary domestic and organisational skills (with assistance as required) that she needs in order to run her own household
- To attend team meetings and training sessions as requested.
- To liaise with the case manager for annual leave requests and undertake regular supervision sessions as required.
- To alert the client / case manager of sickness that will prevent them working.
- To respect the privacy of the family. All matters relating to the family’s situation are to be treated as confidential and are not to be disclosed to a third party.
- To manage any petty cash allowance and accurately safe any receipts and record the balance. 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.

Signed .....

Date .....