

## **JOB DESCRIPTION**

### **Rehabilitation Assistant**

### **(day centre and outreach)**

#### **JOB DETAILS**

<b>Responsible to:</b>	Operations Manager
<b>Hours of work:</b>	8-12 hours per week (hours/days flexible) with potential for overtime
<b>Job Type:</b>	Fixed term contract 12 months (to be extended subject to funding)
<b>Pay:</b>	£11.02 per hour
<b>Job benefits:</b>	28 days annual leave pro rata (including bank holidays), time off in lieu, pension scheme, regular training and supervision.

\*This post is subject to enhanced DBS clearance

\*A car driver with access to own vehicle is required for this post

#### **JOB PURPOSE**

- To assist people with acquired brain injuries in their rehabilitation and recovery by supporting them to improve independent living skills, cognitive rehabilitation, and social engagement, to maximise independence and quality of life
- This will involve preparation and planning of activities, 1:1 support and participation in group sessions. Duties are conducted either within our day centre, in individuals' homes or out in the community, across the BANES and North/ West Wiltshire regions
- To listen to and understand the needs of clients and help agree and create support plans
- To understand the risk management process including identifying safeguarding concerns and preparing risk assessments
- To monitor progress and update support plans / I-Statements on a regular basis
- To assist in the development of activities, progress monitoring and adhere to all reporting procedures
- To work as an effective member of a supportive and cohesive team

## **RESPONSIBILITIES & TASKS**

### **Client journey:**

- Support clients to define and work towards desired goals and key outcomes using 'I-statements', or other agreed methods. Providing feedback and observations to the Operations Manager
- Listen actively to your clients, understand what they would like to achieve and agree SMART goals that will help the client towards these goals
- Ensure the safety and welfare of clients, reporting any safeguarding or other concerns to your supervisor or manager
- Identify and work with other agencies who can support the client, signpost or accompany the client to new or other complementary services
- Liaise with external health and social care professionals or other statutory and voluntary agencies in the coordination of support and referrals regarding your clients
- Ensure client I-Statements are adequately reflected in daily activities, including independent living skills, social and community support and cognitive rehab exercises

### **Service delivery:**

- Prepare and deliver activities with small groups or individuals in line with their desired outcomes. These could be undertaken in the day centre setting, in people's homes, in the community or virtually
- Communicate with and support colleagues and volunteers who are assisting you with service delivery
- Follow up and report on non-attendance and keep Operations Manager informed
- Take ownership for identifying and solving problems as they arise
- Research, plan and develop new cognitive rehabilitation-based exercises and activities that can be used with your clients or in group sessions, ensuring there is an interesting and varied programme of activities for clients
- Assist with the running of the day centre as and when required, including set up, pack down and debriefs
- Maintain client records, keeping details up to date and informing the Area Supervisor or Operations Manager of any changes to clients' personal circumstances or details
- Bring to the attention of senior staff any problems that might arise in the running of 1:1, group-based or day centre sessions

**Support to families and carers:**

- Provide a listening ear, support and advice to family members and carers, and signpost to other relevant services where appropriate
- Involve family members and carers in planning client support where appropriate

**Administrative and other responsibilities:**

- Maintain regular contact with the Operations Manager and Area Supervisor and proactively engage with staff meetings
- Respond to emails, messages and other correspondence in a timely and professional manner
- Maintain up to date records of your clients' goals, achievements, activities. Submit session reports within requested deadlines, and complete other admin tasks in a timely manner e.g. timesheets, leave requests, check-ins and check-outs, research, support and signposting tasks etc
- Work with and alongside volunteers and other staff, being professional at all times
- Attend awareness raising and fundraising events, representing Headway Bath and District professionally

**Training and Development:**

- This is a varied role which is stimulating, challenging, and rewarding. There will be occasions when you have to be prepared to undertake tasks which you may not be familiar with. A positive and committed approach to continued professional and personal development is essential, as is reflective practice
- Fully participate in the supervision and appraisal process
- Attend mandatory training as required
- Be proactive in identifying personal training needs and raise with Operations Manager
- Carry out any other duties that may be specified from time to time by the Board of Trustees or management team.

**N.B. COVID-19 considerations:**

A robust risk management process is in place for any type of support you will be asked to deliver. PPE is provided where necessary. Regular LFT covid testing is no longer required.

## PERSON SPECIFICATION

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<p><b>Education and Qualifications</b> Appropriate IT, literacy and numeracy skills, sufficient to fulfil the requirements of the job description.</p>	<p>NVQ or equivalent in Health or Social Care.</p>
<p><b>Experience</b> Proven experience of working on a 1:1 basis and in small groups with people who have physical, emotional, or cognitive difficulties. Working as part of a team. Managing own time effectively and efficiently.</p>	<p>Experience of carrying out assessments. Some experience of working with people with brain injuries. Experience of working in a health/social care setting or in the voluntary sector. Experience of working in a supervisory capacity.</p>
<p><b>Skills, Knowledge and Ability</b> Excellent communication skills in both verbal and written English. Good interpersonal skills. Good organisational and planning skills, including time management. Ability to self-motivate, show initiative and work to goals and targets. Ability to problem solve, prioritise and pay attention to detail. Good knowledge of health, safety and potential safeguarding issues relating to people being supported.</p>	<p>Some knowledge of brain injury and its effects. Some knowledge of person-centred treatment approaches, Personal Budgets and Direct Payments. Some knowledge of support available to people and their families who have experienced a brain injury. Some knowledge of vulnerable adults and professional boundary issues. Creative thinking and initiative for developing activities. Basic budgeting skills to supports users.</p>
<p><b>Personal Attributes</b> Flexible, adaptable and reliable. Personally and professionally responsible. A positive and committed approach to personal development. Willingness to travel in support of service users across BANES and Wiltshire. Willingness to work occasional evenings and weekends. A commitment to equal opportunities and anti- discriminatory issues. It is essential that you have the maturity, experience, and resilience to be able to support those who have complex needs and potential behaviour challenges.</p>	

## **How to apply**

We are happy to receive CV's but interested applicants will need to complete and return an application form. If you would like further information about the role before applying, please don't hesitate to contact our Operations Manager, Carla Snell on 07985 412 133.

Headway Bath & District is an Equal Opportunities employer and welcomes applicants from all sections of the community. All offers of employment are subject to satisfactory references and DBS checks.