

## **JOB DESCRIPTION**

### **REHABILITATION SUPPORT WORKER Level 1**

#### **Main Purpose of the Job**

To provide contact, care and support according to the needs and wishes of the client, to enable the client to function in their home and in the community to their maximum potential.

**Responsible to:** Team Leader

**Accountable to:** Area Support Coordinator

#### **Duties and Responsibilities**

##### **Administrative**

- To work flexibly as required by the needs of the client and the Company.
- You will be required to liaise effectively with your Line Manager regarding rota for weekly activities, to ensure smooth running of the support package and to highlight any new ideas.
- To develop and maintain effective communication with the client, family and therapists.
- To follow support plans and risk assessments.
- You will be required to keep accurate daily records of each shift completed with the client and to complete appropriate documentation as requested by your Line Manager.
- To complete accurate money recording, handover notes and file notes as requested by your Line Manager.
- You will be required to communicate any concerns (accidents and incidents) promptly and document accordingly.
- To complete timesheets on a weekly basis.
- To attend and participate in relevant training sessions.
- To attend meetings when required to do so.

##### **Rehabilitation Support Provision**

- You will assist with the implementation of appropriate support for your client as directed by your Line Manager.
- To encourage minimal support and assist your client to develop their existing skills of daily living/domestic activities in the following areas:
  - Therapy programmes: follow support plan, therapist guidelines in relation to healthcare needs.
  - Social skills, communication and development.
  - Leisure and hobbies: assist with community activities.
  - Daily living activities: Prompt and supervise client undertaking their own personal care, household duties, preparation of meals.
  - Maintaining safety.
  - Moderate challenging behavioural needs.

To ensure the health and wellbeing of your client by liaising closely with the client/family in accordance with the support plan.

##### **Other Duties**

- To ensure health and safety of your client at home and out in the community.
- To maintain client privacy and confidentiality at all times.
- To carry out any other reasonable duties as dictated by the needs of the Company.
- To recognise that staff are visitors in the client's home.

## Person specification

| Skills                                 | Essential   | Desirable   |
|--|---|---|
| Attainments/<br>Relevant<br>experience | <p>Previous experience of supporting clients with brain injury or other impairments.</p> <p>Experience in the use of rehabilitation care plans/timetables and of working in partnership with other agencies.</p> <p>Good interpersonal skills; able to gain rapport with others.</p> <p>Effective oral and written communication skills</p> <p>Experience of working alone and as part of a team, and the ability to work as part of a team and the ability to use initiative.</p> <p>The ability to recognise one's own limitations and seek support if necessary.</p> <p>Confidentiality and respect of the family circumstances.</p> | <p>Knowledge of brain injury.</p> <p>Experience of community based rehabilitation programmes</p> <p>NVQ level two/three in care</p> <p>Computer skills</p> <p>Current certificate of administration of medication</p> <p>Current certificate of moving and handling</p> <p>Food hygiene and basic cooking skills</p> <p>Current first aid certificate</p> <p>Knowledge of Health &amp; Safety issues</p> <p>Knowledge of the local area</p> |
| Physical                               | Able to comply with moving and handling risk assessments and good general health to comply with the demands of the post.  |   |
| Circumstances                          | <p>Car driver</p> <p>Available to work flexible shifts, including evenings, weekends and Bank Holidays and to undertake sleep-in duties.</p> <p>Practical ability and skills in a range of social and domestic tasks.</p> <p>Accompany the client on short breaks/holidays either in the UK or abroad.</p>  | <p>Previous experience of driving a wheelchair adapted vehicle.</p>   |

## Personal characteristics

Punctual  
 Reliable  
 Flexible  
 Good sense of humour  
 Patient  
 Understanding  
 Trustworthy

This description represents an outline of the major components of the job and is not intended to be exhaustive.

It may, with consultation, be subject to additions/amendments as the need arises.

I have read, understood, and accept the duties and responsibilities outlined in the above job description.

Signed:

Date: