

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Job Title	Rehabilitation Assistant
Department	Nursing and Rehabilitation
Location	QEF Neuro Rehabilitation Services
Reports to	Head of Nursing and Rehabilitation
Responsible for	N/A

QEF & ITS FAMILY OF CHARITIES

QEF is a Surrey based charity committed to providing life-transforming services that enable people with disabilities to increase their independence and achieve their goals in life.

We work with over 4,000 disabled children and adults every year with physical or learning disabilities or acquired brain injuries. Whether it's gaining new skills to live independently, rehabilitation after a brain injury or stroke, or improving independence through increased mobility and accessible holidays; QEF helps disabled people to fulfil their potential in life.

QEF is structured into three main services - Independent Living Services, Mobility Services and Neuro Rehabilitation Services. These are augmented by QEF Retail Trading and a family of smaller charities - MERU which provides innovative product solutions and Sutton Shopmobility and VASD which offer access to and loans of mobility equipment.

ROLE CONTEXT

At QEF Neuro Rehabilitation Services ('NRS') we are proud to offer neurorehabilitation, vocational rehabilitation and transitional support for men and women age 18-65 after a stroke or other acquired brain injury. Our specialist multi-disciplinary team provides residential or outpatient therapies to those with physical, cognitive and/or communication disabilities, which may also include mild to moderate behavioural problems.

We have a diverse range of one-to-one support programmes, tailored to help improve social and functional abilities as well as support for that important move home and back to education or work.

JOB PURPOSE

Under the direction and supervision of the Nurse/Senior Care and Rehabilitation Assistant, the Rehabilitation Assistant will be responsible for delivering nursing & rehabilitation support to a high standard, compatible with the aims, objectives, policies and procedures of Neuro Rehabilitation Services, within the Unit. He/she will actively participate in the implementation of Care Plans and therapeutic guidelines in order to enable clients to achieve maximum ability, independence, health and self-esteem.

ROLE RESPONSIBILITIES

- To provide a high standard of personal care to clients in a sensitive and respectful manner.
- To monitor the physical and emotional well-being of all clients in order to be aware of changes and to alert senior colleagues as necessary.
- To work with therapists/team members to ensure optimum cognitive, social, emotional, physical and functional recovery.
- To ensure that rehabilitation goals, strategies and procedures are implemented and reinforced throughout the 24 hour period.
- To assist in maintaining morale of clients by communication and contact - achieved by talking, and working with them.
- To work as an effective member of the multi-disciplinary team.
- To participate fully in the Care Plan process in the role of Associate Key Worker including assessment, implementation and evaluation.
- To attend to and assist clients in achieving a high standard of physical care, including diet, hygiene and appearance.
- To participate in general household duties and assist clients in the management of their bedrooms and common areas, as appropriate.
- To observe strict confidentiality in respect of any information regarding clients or information relating to the running of the Care and Rehabilitation Department and Neuro Rehabilitation Services.
- To contribute to and attend training and staff meetings as required.
- To practise according to systems and quality standards set by the Head of Care and Rehabilitation, and recommended by the Local Authority Inspection and Registration Unit.
- To comply with the requirements of employees under the Health and Safety at Work Act and other Unit policies and procedures and to report any accident/hazards to the Management.
- To participate in an internal rotation of duty shifts, (days and nights) designed to meet the rehabilitation needs of the clients on a 24-hour basis.
- To take sole responsibility for the welfare and safety of clients when out in the community and whilst off-site.
- Plan, organise and deliver group sessions and activities with clients, as required.
- To provide first line response and 24 hour care to clients with acute medical conditions such as diabetes and epilepsy.
- To escort clients when attending external appointments.
- To drive vehicles as appropriate in order to facilitate social and educational trips for clients.
- The post-holder will use all equipment appropriate to the care and rehabilitation needs of the clients' development.
- The post-holder has delegated responsibilities when on duty for premises, assets, equipment and the welfare of clients but should always refer to the senior member of staff on duty.
- May need to administer first aid in emergency situations.
- QEF, Neuro Rehabilitation Services is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All staff and volunteers must be responsible and accountable for their safeguarding practice and proactive in identifying and reporting safeguarding concerns.

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BEING PART OF QEF MEANS

- Actively participating in learning, development and feedback opportunities and cycles as required by QEF's policies and procedures.
- Acting in accordance with relevant legislative and regulatory requirements as may apply from time to time.
- Supporting and encouraging the involvement of volunteers.
- Promoting QEF's Equal Opportunities policy and avoiding any behaviour that either directly or indirectly discriminates against others on the grounds of any protected characteristic.
- Taking Health and Safety duties seriously to ensure your safety and that of your colleagues and our residents and clients.
- Being an active team player and attending team meetings and briefings to which you are invited.
- Being an ambassador of QEF's Values and Behaviours in your approach to your role and to our staff, clients, and residents.

VALUES AND BEHAVIOURS



OTHER DUTIES

- You are expected to perform various tasks as necessitated by your changing role within QEF and the charity's overall business objectives as reasonably requested by your designated manager or the CEO.
- You must read and ensure you understand the current versions of QEF's policies and procedures and undertake to act in accordance with them at all times.
- You may be required to work at other locations in accordance with the responsibilities and duties of your role.
- The above is not an exhaustive list of duties and may be subject to change.

