

JOB DESCRIPTION

JOB TITLE	Independence Service Co-ordinator
REPORTS TO	Service Manager
JOB SUMMARY	<p>Co-ordinate the provision of community based 1:1 support to people with a brain injury.</p> <p>Provide support and supervision to rehabilitation workers working across Cambridgeshire.</p> <p>With the Service Manager, develop a high quality service to meet the wide ranging needs of the client group.</p>
Main Purpose	<p>Ensure that the services provided by Headway Cambridgeshire meet the objectives of the organisation:</p> <ul style="list-style-type: none"> • To support people with acquired brain injury and other neurological conditions • Provide a range of services and facilities designed to aid recovery, rehabilitation and promote independence • To provide appropriate support, advice and any other resource for the families and carers of people who have so suffered • To provide support to clients to enable them to participate in social, leisure, educational and employment activities. • To facilitate and support clients in decision making; promoting choice and involvement.

KEY TASKS

Service Delivery

1. Manage referrals to the service and conduct a holistic assessment of need.
2. Promote the use person centred approaches to support clients to identify rehabilitation goals.
3. Develop appropriate packages of support including allocation of Rehabilitation Workers, development of proactive support plans and risk assessments.
4. Manage the recruitment, training and supervision of all Independence Rehabilitation Workers.
5. Oversee lone worker monitoring and telephone debrief system.

6. Co-ordinate communication and feedback relating to packages of support including provision of reports and attendance at multidisciplinary team meetings.
7. Implement goal setting and outcomes monitoring systems, collecting data and feeding into organisational impact measures.
8. Provide cover for Independence Rehabilitation workers across Cambridgeshire as required.
9. Work with other members of the Service team to assess client and family need and ensure a multidisciplinary approach is applied.

Service Development

10. Foster excellent working relationships with all stakeholders including health and social care teams.
11. Development and promotion of the service including seeking new business/referrals.

General

12. To undertake learning, training and development to improve knowledge and skills, to keep abreast of relevant current information and practices.
13. To act as an ambassador for Headway Cambridgeshire at all times.
14. To attend and contribute to team and general staff meetings and other appropriate meetings.
15. To participate in Headway Cambridgeshire's appraisal and supervision process.
16. To manage own time appropriately.
17. To maintain confidentiality at all times.
18. To follow and abide by Headway Cambridgeshire's policies and procedures at all times.
19. To undertake any other duties as may be required, consistent with the nature and spirit of this post.