

JOB DESCRIPTION

Job Title:	Rehabilitation Worker – Community
Reports To:	Senior Independence Co-ordinator
Responsible For:	Delivery of 1:1 support in the community to enable individuals to achieve their goals.
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 <p>To provide support to clients to enable them to participate in social, leisure, educational and employment activities.</p> <p>To facilitate and support clients in decision making; promoting choice and involvement.</p>

Key Tasks

1. To co-ordinate a programme of activities to meet the identified needs and goals of clients and work with clients in their home or local community to help them to achieve those goals.
2. To promote understanding and self-management of individuals challenges, increasing confidence and building resilience
3. To support individuals to build and maintain social relationships and increase community participation.
4. To monitor and record clients' progress towards identified goals and produce written reports for internal and external reviews.
5. To foster excellent working relationships with other professionals, services and statutory providers.

General

1. To ensure that all activities support the identified needs and goals of clients.
2. To monitor and record clients' progress towards identified goals and produce written reports for internal and external reviews.
3. To be responsible for maintaining up-to-date, accurate and appropriate records relating to clients' personal, family and medical information, their programme of activity, review meetings, any changes to their circumstances and other information that is relevant to their attendance at Headway Cambridgeshire, in line with Data Protection Act guidelines.
4. To liaise with colleagues, other professionals, outside agencies and organisations, attending meetings and reviews as required.
5. Ensure clients' rights and choices are actively promoted.
6. Ensure all activities are provided in such a way as to promote independence and quality of life for clients.
7. To undertake learning, training and personal development to improve knowledge and skills, to keep abreast of relevant current information and practices.
8. To attend and contribute to team and general staff meetings and other relevant meetings.
9. To participate in Headway Cambridgeshire's appraisal and supervision process.
10. To adhere to "The Way We Work" document
11. To follow and abide by Headway Cambridgeshire's policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality.
12. To act as an ambassador for Headway Cambridgeshire at all times.
13. To contribute to the 'housekeeping' of Headway Cambridgeshire – including maintaining a clean, tidy, safe and infection-free environment, ordering stock and being aware of Health & Safety issues.
14. To undertake any other duties as may be required, consistent with the nature and spirit of this post.