

Job Description (JW/SD)

Job Description: Rehabilitation Assistant for JW

Reporting to: JW's mother and father in the first instance and upwards of that Sabrina Dodson Case Manager.

Job Summary: To work alongside JW in a facilitative role, enabling him integration into the community, supporting his day-to-day needs and resourcing suitable local facilities for social integration and educational needs. Being a part of the Independent living program to include therapeutic sessions.

Key Working Relationships

- A.** Develop a rapport with JW and maintain a constructive and objective relationship with him.
- B.** Become acquainted with JW's family and extended family, appreciating their roles in supporting JW.
- C.** Communicate with JW's parents and/or Sabrina Dodson as to any matters of concern.
- D.** Liaise with other carers and relevant professionals and/or organisations when necessary.
- E.** Develop a good working relationship with JW's therapists, to listen carefully to training given and ask appropriate questions.

Treating therapists have been appointed and initial assessments carried out:

Key Goals:

To work on a physiotherapy programme under the Supervision and guidance of a Neurophysiotherapist. Refer to physio programme and goals.

To work on an occupational therapist's programme under their guidance to increase both physical and psychological functional ability and using appropriate aids and equipment as taught as apart of daily routines having been assessed as being confident and competent. Refer to OT programme and goals.

To work on speech/communication under the supervision of a speech therapist and encourage confidence in all communication. Follow any instructions regarding JW's ability combined with the therapeutic needs of positioning and postural management. Note this may require specific instructions. Give opportunity for communication. Refer to SLT programme and goals.

Generally, to work on an active programme of support to include a range of activities. To support recommendations made by the treating therapists.

Key Tasks

1. To follow care and rehabilitation approaches as prescribed by his therapists being aware of JW's mental and physical limitations but promoting JW's independence and development at all times.
2. To include and work with JW in following plans and structure for the week.
3. To enable JW to maintain and further develop a good quality of life and be able to access appropriate leisure activities.
4. To support JW in the maintenance of his role in the family.
5. To communicate with family members and relevant professionals as necessary.
6. To support JW in the use of any specialist physical rehabilitation equipment that his therapists suggest that he uses.
7. To carry out JW's day to day therapy as instructed by his therapists.
8. To fully support JW in the usage of any adaptive technology. To ensure that JW has the equipment available to him and in working use and that you are comfortable with using the technology.
9. To communicate with and support other carers in the team, taking responsibility for the completion of the administration and paperwork necessary in their post as directed by JW's case manager.

10. To ensure JW has full opportunity to continue to access an education.

Main Duties and Responsibilities

- 1.1 Ensure awareness of the repercussion and problems caused by JW's additional needs.
- 1.2 Allow JW a freedom of choice and the opportunity to further develop his independency skills when appropriate and as directed by his therapists.
- 1.3 Maintain a positive yet realistic approach to enabling JW to complete life skills tasks, offering support and encouragement at all times.
- 1.4 Be aware of exercises and techniques recommended by therapists working with JW and establish a routine in daily life with JW using these.
- 1.5 Support JW in the completion of his personal care needs.
- 1.6 Continue to enable JW as opposed to completing tasks for him wherever possible.
- 1.6 To maintain hygiene in the management of his personal care needs.

* * * *

- 2.0 Be prepared to drive/escort JW to activities as needed.
- 2.1 Encourage JW to participate in activities as much as practicably possible and take part yourself when appropriate.
- 2.2 Know when to step back and observe and let JW socialise and participate with peers without adult interaction where possible.
- 2.2 Investigate local resources and establish communication networks to suggest appropriate activities to do with JW and then undertake these activities with the agreement of his parents/ Case Manager
- 2.3 Enable JW to attend and hold play dates with other children.

* * * *

- 3.0 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning JW and his family.
- 3.1 Endeavour to maintain a professional and cordial relationship with JW's family, not becoming personally involved in affairs and reporting matters of concern to the case manager.
- 3.2 In the absence of his parents to communicate with professionals and organisations on JW's behalf.
- 3.3 When unsure of appropriate action to take, contact the case manager for advice.

* * * *

- 4.0 Communicate with and support other carers in the team through handovers, team meetings, use of the diary etc.
- 4.1 Maintain a diary of appointments etc.
- 4.2 Maintain a telephone book of contact names and addresses, e.g. GP, case manager, clubs, relatives and friends.
- 4.3 Use established recording systems and assist in developing the same to ensure good documentation and handover of relevant details to others.
- 4.4 Keep copies of JW's therapy goals and notes of his progress as appropriate.
- 4.5 Maintain any adaptive technology in working order.
- 4.6 Ensure JW is given the time to practice any adaptive technology.

* * * *

- 5.0 To enable JW to complete his homework and any additional educational studies away from school.
- 5.1 To elaborate on JW's interests to help him develop his knowledge in chosen topics .

* * * *

Part of your role is to carry out any reasonable request.

Please acknowledge that you have received the Rehabilitation Assistant Job Description outlining the responsibilities of a Rehabilitation Assistant which will be discussed in more detail as part of your training.

Signed
(Rehabilitation Assistant)

Date.....