

JOB DESCRIPTION

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| Job Description: | Rehabilitation Assistant |
| Reporting to: | Sabrina Dodson Case Manager |
| Employed by: | FieldFisher LLP acting as Deputy on behalf of JA |
| Job Summary: | To work alongside the client in a facilitative role, enabling him to integrate 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 the client and maintain a constructive and objective relationship with him.
- B.** Become acquainted with the client's family and extended family, appreciating their roles in supporting him.
- C.** Communicate with the Client's parents and/or Case Manager 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 his 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 a part 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 the client'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 his mental and physical limitations, but promoting his independence and development at all times.
2. To include and work with the client in following plans and structure for the week.
3. To enable the client to maintain and further develop a good quality of life and be able to access appropriate leisure activities.
4. To support the client in the maintenance of his role in the family.
5. To communicate with family members and relevant professionals as necessary.
6. To support the client in the use of any specialist physical rehabilitation equipment that his therapists suggest that he uses.
7. To carry out the client's day to day therapy as instructed by his therapists.
8. To fully support the client in the usage of any adaptive technology. To ensure that he 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 the Case Manager.
10. To ensure the client has full opportunity to continue to access an education.

Main Duties and Responsibilities:

- 1.1 Ensure awareness of the repercussion and problems caused by his additional needs.
- 1.2 Allow the client 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 the client 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 the client and establish a routine in daily life with him using these.
- 1.5 Support the client in the completion of his personal care needs.
- 1.6 Continue to enable the client as opposed to completing tasks for him wherever possible.
- 1.6 To maintain hygiene in the management of his personal care needs.

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- 2.0 Be prepared to drive/escort the client to activities as needed.
- 2.1 Encourage the client 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 him 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 the client and then undertake these activities with the agreement of his parents/Case Manager.
- 2.3 Enable the client to attend and hold play dates with other children.

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- 3.0 Respect the need for confidentiality when possessing knowledge of a private and personal nature concerning the client and his family.
- 3.1 Endeavour to maintain a professional and cordial relationship with the client'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 his behalf.
- 3.3 When unsure of appropriate action to take, contact the Case Manager for advice.

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- 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 the client's therapy goals and notes of his progress as appropriate.
- 4.5 Maintain any adaptive technology in working order.
- 4.6 Ensure the client is given the time to practice any adaptive technology.

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

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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.

*Please note: Community Case Management Services Ltd are not the Employer nor should we be referred to as such.

Signed
(Rehabilitation Assistant)

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