

JOB DESCRIPTION KC/TR

Job Description: Rehabilitation Personal Assistant

Responsible To: Thamara Raju, Case Manager

Our Client:

He is a 33-year-old man who sustained a brain injury, with amputation of his fingers in his left hand. His personal assistant will be required to support with his ongoing rehabilitation programme and work alongside his therapy team. Our client will need support with planning and organisation of his personal administration and activities in the week, household tasks, encourage to participate in leisure activities and liaison with therapy team and other health professionals. He would also need support with the use of his prosthesis on a day to day basis for his left hand and transitioning the use of this into the community.

Job Summary:

To work as a rehabilitation personal assistant, enabling the client to lead a fulfilling life. Our client requires support to increase his participation in activity, promote his rehabilitation maximising his physical and psychological well-being, and independent access into the community.

This will involve taking an active role in his rehabilitation under the supervision of appointed therapy professionals and the Case Manager.

Requirements

Genuine caring profile with ability to learn and implement prescribed therapy following training and assessment in regard to competence and confidence.

Should have high level of experience working with brain injury clients.

Previous experience of rehabilitation and working with therapists.

Key Tasks:

- (1) To promote the client's well-being and independence.
- (2) To enable the client to access the local community and engage in appropriate activities in line with the overall support programme and risk assessment.
- (3) To provide therapy rehabilitation activities and principles as recommended by professionals.
- (4) To support the client to attend local social and leisure activities.
- (5) To provide assistance with all aspects of the client's ongoing rehabilitation under the supervision of treating health professionals and Therapists.
- (6) To maintain a safe environment for the client generally in the home and in all community-based activities (subject to training in risk assessment).
- (7) To follow the Support Programme agreed with the Case Manager.
- (8) To advise the Case Manager of any concerns regarding the client's physical and psychological health.
- (9) To use initiative when unforeseen events occur, and the Case Manager is not directly available to provide guidance.
- (10) To work as a member of a team to ensure good communication, flexibility, and a consistent approach to care.
- (11) To attend multidisciplinary / team meetings and training sessions as requested.
- (12) To liaise with the Case Manager for annual leave requests and alerting of sickness that will prevent them working, in order that a replacement can be organised.
- (13) To liaise with the Case Manager about general progress and regarding all incidents that are either unusual or which give raise for concern.
- (14) To respect the privacy of the client. All matters relating to the client's situation and family are to be treated as confidential and are not to be disclosed to a third party.

Pay Monthly:

A form will be forwarded to you for completion regarding details required. Hours will be collected on

order to be sent to payroll before the last Friday in the month. You will be paid by cheque/BACS for the 1st of each month or as soon as can be arranged thereafter.

Contract: There will be a three-month probationary period with a formal appraisal three months thereafter.

Initially a letter of appointment will be given, which will contain your holiday entitlement, sickness arrangements, hourly rate etc.

Liaison: The rehabilitation personal assistant must attend meetings with the case manager and therapists. However it may be necessary to call a meeting earlier when you will be expected to make all reasonable arrangement to attend. You will receive payment for attending the meetings or trainings sessions if not on duty at the time.

A range of goals maybe set at each therapy meeting, and these are to be carefully maintained by the team and written records to be kept. It is important to maintain a realistic outlook on his abilities.

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

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

Signed

Date