



JOB DESCRIPTION

Rehabilitation Assistant

Grade:	Band 4
Hours:	30 hours a week, Monday – Friday inclusive Permanent post following a 6 month probationary period
Salary:	£24,739 FTE pa (£20,781 pro rata)
Location:	The Chilterns Neuro Centre (CNC) Wendover, Buckinghamshire
Reports to:	Band 6 or Registered Therapist
Accountable to:	Head of Integrated Clinical Services Deputy Heads of Integrated Clinical Services The Chief Executive Officer and Trustees
Relationships with:	Senior leadership Team, Clinical staff, Volunteers, staff colleagues, members and visitors.

MAIN PURPOSE OF THE POST

The post holder will work as part of the multi-disciplinary Therapy Team at CNC, consisting of Physiotherapy, Occupational Therapy, Speech and Language Therapy and Dietetics that provide specialist neurological support to members living with Multiple Sclerosis, **Parkinson's and Stroke**. They will support service users on their journey towards living well with a long-term neurological condition, or those in a supporting role.

The Centre promotes a self-management approach; encouraging healthy adjustment to diagnosis and empowering independence through a broad range of 1:1 and group-based intervention. The successful candidate will work under supervision to assist in carrying out these interventions, for example, running exercise groups, working in the hydrotherapy pool.

As well as hands-on intervention you will also support therapists in administrative duties and work in collaboration with all other members of the wider CNC team as appropriate.

DUTIES AND RESPONSIBILITIES:

Clinical and Service Responsibilities

- To provide individual and group therapy activities under the supervision of qualified therapists.
- To plan, organise, set up and monitor 1:1 and group activities, including exercise groups on land and in the hydrotherapy pool, with supervision according to **members'** needs.
- To work directly with members in providing high-quality service delivery, by assisting the qualified therapists in carrying out specific activities following appropriate training.
- To feedback to qualified therapists any observations and changes following patient sessions.
- To recognise signs of changing physical and mental health, and to initiate appropriate interventions to prevent a crisis.
- To maintain accurate, timely, electronic records of treatment sessions in accordance with centre policies.
- To support members of the Clinical team in administrative, organisational and cleaning duties.
- To maintain patient confidentiality, privacy and dignity at all times.

Communication

- To communicate effectively with all members and their families/carers using a range of verbal and non-verbal communication tools ensuring their understanding of the task in hand.
- To be able to manage potentially stressful, upsetting or emotional situations in an empathetic manner.
- To provide and receive routine information to/from staff, members and family/carers;
- To promote good working relationships across the whole organisation.
- To feedback member information/progress to qualified therapists and other members of the clinical team as required both verbally and written.
- To facilitate members' participation in their rehabilitation programmes using encouragement, reassurance, tact, sensitivity and help to overcome potential **barriers to members' understanding who may have communication, behavioural and/or cognitive difficulties.**
- To maintain accurate, timely, electronic records of member sessions in accordance with centre policies.

Planning and Organisational Skills

- To manage own day to day work tasks and prioritise work load in association with the Clinical Team.
- To assist members of the Clinical Team to ensure the necessary materials, resources and equipment is available and in safe working order for patient sessions.
- To undertake administrative tasks as part of regular duties, ensuring that these are completed accurately and in a timely manner
- To support with data collection
- Any other general administrative tasks to be completed ad hoc as requested by the management team.

Teamwork

- To work as an effective member of the team in ensuring that members receive a high quality and responsive service.
- To be involved in team building and planning processes and ensure that any designated responsibilities arising from any action plans are undertaken as required.
- To understand the importance of the non-clinical teams within the charity and support these departments where necessary.

Education & Professional Development

- To develop and maintain personal, clinical and managerial skills through supervision and a personal development plan agreed with the Team Lead OT.
- To actively participate in an annual performance review (appraisal) and the development and implementation of a personal development plan.
- To take responsibility for own professional development ensuring professional standards are maintained and statutory and mandatory training is in date.

Code of Conduct

- To follow CNC's **code of conduct**.

Equal Opportunities/Diversity

- To be aware of the legislation around equality and diversity and provide equality of **treatment and opportunity to employee's, service users and service providers** irrespective of sex, sexuality, age, marital status, ethnic origin or disability.
- To promote members' rights and provide advice and information where appropriate.
- To ensure that members are empowered at every reasonable opportunity to make decisions and take control over their lives.
- To create an Enabling Environment so that members can move their lives forward, looking for real community connections, friendships, hobbies, and interests.

Health & Safety

The post-holder will assist in promoting and maintaining their own and others' health, safety and security as defined in the Health & Safety Policy, to include:

- Taking responsibility for the health & safety of themselves and other persons who may be affected by their omissions or actions at work.
- Identifying the risks involved in work-related activities and undertaking such activities in a way that manages those risks, by supporting your Line Manager to complete risk assessments where indicated.
- Making effective use of training ensuring up to date knowledge, skills and understanding of policies, procedures, and legislation at all times.

Infection Control and Hand Hygiene

- To comply with policies for infection control and hand hygiene such as hand hygiene, decontamination policy, uniform and workwear code and standard precautions policy to reduce the spread of healthcare-associated infections (HCAIs).
- Employees with clinical responsibilities must maintain up-to-date training and evidence supporting safe infection control practices and procedures, such as hand washing.

Confidentiality and Data Security

- To maintain members' confidentiality, privacy and dignity at all times.
- To comply with the Data Protection Act 1998, GDPR 2018, NHS Confidentiality guidelines (e.g. Caldicott, GMC.) and any code of practice on Confidentiality and Data Protection, as accepted by the organisation.
- To ensure that all information collected, stored and used is done so in compliance with the above Act and any relevant Policy.
- To preserve the confidentiality of any information members', staff records in your area (in connection with their employment) and the organisation's business. This obligation shall continue in perpetuity.
- To raise any matters of concern with the Head of Integrated Clinical Services.

Safeguarding

- To recognise that promoting the welfare and safeguarding children, young people and adults is everyone's business and access training and supervision as appropriate to the role.
- To support the organisation in ensuring service users are protected from abuse, or the risk of abuse and their human rights are respected and upheld.
- To ensure any safeguarding concerns are reported promptly to the named Safeguarding Lead.
- To comply with recruitment and other checks as requested by the organisation including undertaking an Enhanced Disclosure via the Criminal Records Bureau.



Other

- To be aware of and work in line with all policies and procedures.
- To carry out any other tasks as reasonably directed.

This job description should be regarded only as guidance to the duties required and is not definitive or restrictive in any way. It may be reviewed in the light of changing circumstances following consultation with the post holder.

Signed.....

Date.....

(Post holder)

Signed

Date.....

(Line Manager)

Person Specification

Qualifications / Experience	Essential	Desirable
Good general education including English and Maths GCSE or equivalent	X	
Training / Courses / Qualifications relevant to the post		X
Knowledge of neurological conditions and their implications		X
Experience of working in a care setting or exercise setting	X	
Knowledge and experience of manual handling	X	
Experience of working with professionals in a multidisciplinary setting		X
Experience of delivering activities and interventions to vulnerable people.	X	
Knowledge of risk assessment and risk management		X
Working with Volunteers		X
Working in a charitable organisation		X
Skills / Abilities		
Basic administration tasks such as filing, photocopying, record keeping, IT literate	X	
Able to organise self and complete tasks within a time frame	X	
Awareness of how to adapt approach and engage when working with people with different needs (Physical, cognitive, emotional needs).		X
Able to motivate and support others in their health choices.	X	
Personal Qualities		
Motivated, enthusiastic and strives to develop own skills / knowledge	X	
Ability to empathise with people facing difficult situations.	X	
Happy to work individually and as an effective part of a team	X	
Approachable and good listener	X	
Passionate about supporting and empowering people	X	
Other		
Passes DBS Check	X	
Flexible/adaptable to changing working patterns, including weekends and evenings	X	