



**ACQUIRED
BRAIN INJURY
IRELAND**

Job Description and Person Specification

Job Title:	Rehabilitation Assistant (Relief, Residential & Community)	Reporting To (Name):	Team Leader/ Local Service Manager/ Community Services Manager
Job Holder(s):		Location:	
Region:		Date:	

Summary

The role of the Rehabilitation Assistant is to support and assist people with an acquired brain injury on every aspect of activities of daily living to live valued lives of optimal independence and participation in activities within the residential rehabilitation centre and/or in the community.

With a person served centred approach you will assist each individual to plan and direct their lives, meet the needs identified in their individual rehabilitation plan and support outcomes that are meaningful to the person in conjunction with their overall needs, integrating more fully into the community and achieving their potential.

Key Duties and Responsibilities

- To be professional at all times, in keeping with the overall culture, philosophy and policies of ABI Ireland. To be aware of the management structure, specific responsibilities held by Team Leader, Manager and Director and how they relate to your working area.
- Form a rapport with person served and maintain a positive, constructive and professional relationship. Facilitate and co-ordinate the daily independence of person served within the unit /community by working with them and their family in formulating Individual Rehabilitation Plans (IRP).
- Comply with CARF and HIQA requirements for service provision.
- Assist and encourage person served to achieve their goals identified in their IRP's.
- Assist persons' served with budgeting, money management and disability benefits where applicable in line with Organisational policy.
- Assist person served to improve their quality of life by developing, encouraging and supporting them in the activities of daily living (including personal care), the learning of skills for gaining employment and leisure activities.

- Be proactive to promote, direct and foster a relationship with community resources thus enhancing the person's abilities and capacities. E.g. local college, social clubs, voluntary groups etc. and encourage and support person served in using a wide range of community facilities as part of their day-to-day life.
- Follow, evaluate and monitor IRP's that are developed in collaboration with the person served, their family and the ABI Ireland clinical and service team in line with risk assessments.
- Record daily activities and write reports for reviews etc.
- Encourage person served to develop and maintain family, personal and neighbourhood relationships and interactions.
- Encourage person served in gaining spiritual/cultural/age identity.
- Undertake the role of Keyworker to specified persons served when assigned.
- Support person served in gaining day occupation, leisure opportunities and employment.
- Inform relevant parties of any untoward accident/incident and document in line with ABI Ireland policies.
- Manage and record confidential person served information and other general administration duties including petty cash log and daily clocking on the time and attendance system in line with ABI Ireland policies.
- Communication (verbal and written) with person served and their family, Local Services Manager (LSM), Team Leader and the team ensuring concerns are dealt with efficiently through the correct channels including external agencies.
- To advocate on behalf of the person served at all times.
- To drive safely and lawfully and report any defects in ABI Irelands vehicles ensuring they are acted upon. Community Rehabilitation Assistants must maintain the safety and maintenance of their own vehicles at all times.
- Maintain the cleanliness of the house environment by performing general household duties such as shopping, cleaning and washing to an agreed acceptable standard and assisting with the preparation of meals. (Not applicable to Community RA's)
- Work as a member of a team and attend team meeting and reviews as required. Attend regular supervision and performance management sessions with the Manager.
- Maintain safe, secure, and healthy work environment by establishing, following and enforcing ABI Irelands standards, policies and procedures.

- Keep any equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.
- To liaise with the Team Leader and/or Local Service Manager on issues affecting person served, staff and general management of the home/community environment to ensure practice standards are adhered to. To explore own practice with the Manager via the supervision and the staff appraisal process, and identify the options for personal development.
- The Community RA in some areas can also play a key role of Case coordination for supporting consistency in rehabilitation in review meetings.
- Adhere to professional standards, policies and procedures.
- Update job knowledge by participating in educational opportunities.
- Other duties as may be requested by the Manager.

Qualifications / Experience

Qualifications

- A relevant Health or Social Care qualification to a Fetac Level 5
- Full driving licence (with access to a vehicle if working as a community rehabilitation assistant)

Desirable

- Previous residential care or community work experience
- Previous experience of working in an area of disability/illness

Essential

- Excellent inter-personal and communication skills. Must be able to write and speak English to a high standard
- IT skills that include Word and Microsoft Outlook
- Ability to work on own initiative and as part of a team
- Enthusiastic, flexible, adaptable, diplomatic and open to change
- With attention to detail be able to process and distribute information and follow persons served plans etc.
- An ability to adapt to changing situations quickly
- An ability to manage conflict
- Excellent time management and organisational skills

Community Rehabilitation Assistant

- Be able to plan, organise and prioritise own work

Competencies

- **Communications**
 - *strong communicator with excellent interpersonal skills*
- **Person Centered & Advocacy**
 - *Support & empower individuals to identify and pursue their needs*
- **Commitment to achieving the highest level of Professional Service**
 - *demonstrates a commitment to highest standards of quality service and outcomes.*
- **Using own initiative & Judgement**
 - *Identifies service gaps and ways of improving processes and services*
- **Impact & Outcomes Focused**
 - *Focus resources to achieve your outcomes and assist others to set and achieve their outcomes*
- **Planning, Organising and Prioritising**
 - *works to optimise outputs*

Key Performance Indicators (KPI's) / Outcomes

- Excellent working relationships within the local teams
- Employees must be aware at all times to maintain the dignity of person served, particularly in the areas of personal care.
- Ensure the person served right to privacy and choices are respected.
- Ensure the need for confidentiality when possessing knowledge of a private and personal nature about person served and their families.
- At all times work within the Health and Safety guidelines of the ABI Ireland.
- Take personal responsibility for participating in mandatory training to ensure safe practices.
- Ensure person served safety as far as possible.

Other Requirements

- Travel as required.
- The applicant should be in good physical and mental health.
- Available to work flexible hours that may include night, sleepover and weekend work. The hours of work may alternate between a fixed or varied roster from time to time so as to serve best the interest of the person served.
 - If working a sleepover shift the person may be awoken to assist person served as required. Staff are required to remain on the property.
 - The appointee may be expected to be on-call after normal hours and to be available within reasonable time to deal with emergencies. The person appointed shall also work reasonable additional hours when directed.
- Employees must attend training days and educational updates.
- Staff will be expected to support and get involved in local and national fundraising initiatives.
- Sharing learning experiences across all ABI Ireland services.

Remuneration

- Rate of remuneration will be based on HSE pay scale, premium pay, pro rata. Public holidays and unsociable hours' premium will also be paid.
- 24 annual leave days per annum for full time staff and pro rata based on hours worked.

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above. This will be done in consultation with the post holder.

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