

## Job Description

<b>Job Title:</b>	Rehabilitation Assistant
<b>Base:</b>	Community Stroke Team, SwICC
<b>Grade:</b>	Band 4
<b>Reporting to:</b>	Therapy Manager

### Main Purpose of the Job

To work as part of the Interdisciplinary team and assist the therapists to assess plan and deliver rehabilitation programmes to people under the care of the Community Stroke team.

### Main Responsibilities and Duties

1. To carry out basic therapeutic treatments and be responsible for own caseload.
2. The post holder will work, supervised by the Physiotherapists, Occupational Therapists, and Speech and Language Therapists to maintain an efficient day-to-day service.
3. To share with the Therapists the overall therapeutic aim: to enable or restore patients to the highest level of Physical, mental and social independence as possible and support carers in their role. They will assist in clinical duties within the Community Stroke Team, to include the implementation of treatment programmes for patients/clients.
4. You may be expected to work a shift pattern which includes weekends.
5. To assist in the administration and clerical duties of the department such as writing letters and ordering supplies which enable smooth running of the department.
6. Wherever possible to avoid hospital admission, ensuring that patients receive the most appropriate care in the most appropriate setting.
7. To keep the patient at the centre of their care, ensuring patient and carer participation in decision making.
8. To take a lead role in your own Continuous Professional Development and other development activities.

### Patient Care

1. To be responsible for own caseload of patients.
2. To assist in the teaching of other less experienced assistants and to help prioritise their work.
3. To assist in staff training, safe systems of work and departmental procedures.
4. To demonstrate a high level of initiative towards all aspects of the work ensuring effective delivery and running of day-to-day services.
5. To carry out specific tasks with confidence and competence as instructed by therapists whilst demonstrating sound initiative.

6. To assist the therapists with assessment and treatment of patients and, where appropriate, with patients' continued management including implementation, supervision and progression of therapy interventions whilst under distant supervision from the therapist.
7. To communicate frequently with therapists with regard to any change in patient status, behaviour, ability and response to therapeutic intervention.
8. To communicate effectively routine information which requires tact or persuasive skills with the patients in an effort to encourage and motivate them towards their therapeutic goals.
9. To support patients' families and partners in their role as carer and communicate any unresolved issues to Therapists.
10. To be able to measure, issue and fit appropriate aids and instruct patients on their safe use with knowledge gained through training and with reference to a Therapist.
11. To participate in the assistant training programmes and to take every opportunity to learn and to develop skills, knowledge and competencies.
12. To maintain a high standard of accurate, comprehensive and up to date documentation in the multidisciplinary notes in line with legal and team requirements.
13. To be aware of HCRG and departmental policies, procedures and practice concerned with your area of work, eg Health and Safety, Fire, etc, acquired through formal training as organised by HCRG.
14. To monitor stocks within the department and re-order supplies using the appropriate systems.
15. To carry out general clerical, administrative and departmental duties in support of clinical work and at the direction of the therapists and any other duties delegated by senior staff.
16. To undertake appropriate training when available.
17. To participate in and contribute to the work and development of the Stroke Therapy Team.
18. To participate in HCRG Appraisal System.

## Other factors

### Flexibility

This job description is not intended to be exhaustive and it is likely that duties may be altered from time to time in the light of changing circumstances, in discussion with the post holder. This role profile is intended to provide a broad outline of the main responsibilities only. The post holder will need to be flexible in developing the role with initial and on-going discussions with the designated manager.

### Supplementary Information

This job description should be read alongside the Supplementary Information provided on NHS Jobs for applicants and alongside the Employee Handbook for current staff members.

**Person Specification**

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The following criteria will be assessed from information provided on your completed application form, during the shortlisting and assessment process, and by your referees.

Criteria	Essential	Desirable
<b>STAR Values</b>	<p>We will expect your values and behaviours to reflect the STAR Values of the organisation:</p> <p><b>Service</b> - We will put our patients first</p> <p><b>Teamwork</b> - We will work together</p> <p><b>Ambition</b> - We will aspire to provide the best service</p> <p><b>Respect</b> - We will act with integrity</p>	
<b>Education, Qualifications and Training</b>	<ul style="list-style-type: none"> <li>Literate and Numerate(5 GCSE grade c or above or equivalent)</li> <li>Computer literate (a working knowledge of word, outlook and internet usage)</li> <li>NVQ or other qualification in related area</li> <li>Knowledge of Stroke and Rehabilitation process</li> <li>Experience of Stroke and Rehabilitation process</li> <li>Experience of working in the NHS or NHS commissioned services.</li> <li>Previous experience in at least 1 of the following: Physiotherapy Assistant, Occupational Therapy Assistant, Rehabilitation Assistant, Speech and Language Therapy Assistant, Carer.</li> <li>Experience of working in the community</li> <li>Manual handling skills specific to stroke</li> </ul>	<ul style="list-style-type: none"> <li>Foundation Degree in related area</li> <li>Experience working at Band 4</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Able to demonstrate initiative.</li> <li>Able to identify learning requirements.</li> <li>Ability to organise and prioritise own caseload</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate with people with barriers to communication.</li> <li>Interested in people and ability to empathise.</li> <li>Ability to problem solve and adapt to changing situations.</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
<b>Other Job-Related Requirements</b>	<ul style="list-style-type: none"> <li>Car Driver</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

