

Job Description

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| Section/Service: Adults – Optalis regulated services. | Department: Short Term Support & Rehabilitation Service |
| Job Title: Rehabilitation Assistant | Post Number: OPT000248 |

The Short Term Support & Rehabilitation Service

The Short term support team is a well-established and valued community based intermediate care service.

The service provides rehabilitation in the persons own home, delivering temporary support following accident, injury or illness.

The service is multi-faceted and you will be working alongside occupational therapists, physiotherapists and team coordinators to provide person centred support, helping to achieve agreed goals to maximise independence.

The service is supportive of both staff and service users and exhibits a culture of transparency and integrity.

Primary Purpose of Role

The role of the rehabilitation assistant is integral to the service and vital in enabling the service to support those that wish to remain at home for end of life care, prevent hospital admission and enable residents to leave hospital earlier to continue rehabilitation and recovery at home.

The role is supported by a team of therapists guiding and educating in the delivery of physiotherapy and occupational therapy programmes.

The rehabilitation assistants are given enhanced training to enable the assessment for and delivery of small pieces of equipment and aids to enable independence.

Main Duties and Responsibilities

- To deliver safe and skilled person centred support to residents of RBWM in their own homes. This can include, personal care, meal preparation, medications and rehabilitation programmes.
- The day service work between the hours of 7am and 11pm, with various shift patterns within that time frame , this is over 7 days including weekends and bank holidays.
- To provide detailed feedback to the therapy team/service coordinators and duty officers to enable the rehabilitation plans to be reviewed and updated as the service user progresses back to independence, the service provides equipment to allow the team to manage this.
- To report any deterioration and or changes in condition to enable appropriate medical interventions to take place, this may include liaising with district nurses, GP's, social workers and other allied health professionals.
- To confidently use initiative and decision making skills in order to keep the service users safe and free from harm in the community.
- To participate fully in weekly and monthly team meetings, supervision and appraisal process.
- To assist in completing weekly functional assessment tools to monitor and demonstrate the progress of the service user.

- To work with families and carers to explain and support them to understand the rehabilitation process.
- The post holder will be required to work within all Optalis policies and service procedures.
- The post holder will be required to undertake mandatory training as per organisational, regulatory and service guidelines.
- The service follows the Berkshire multi agency safeguarding procedures, the post holder will adhere to these procedures at all times.

Person Specification

D – Desirable, E- Essential

| Qualifications/Education/Training: | D/E |
|--|------------|
| Willingness to undertake National Care Certificate, this would be completed as part of the induction process. | E |
| CQF /diploma Level 2/3 in Care or equivalent qualification. Experience of a care or supportive role. | D |
| Experience Skills and Abilities | |
| Good literacy and numeracy skills with the ability to record information clearly and concisely. | E |
| Ability to use initiative, deal effectively with emergencies and remain calm. | E |
| Ability to manage mobile communications effectively. | E |
| Good communication skills i.e. able to report changes clearly to the relevant person both verbally and in writing. | |

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| <p>Ability to work effectively alone and as part of a team.</p> <p>Good interpersonal skills.</p> <p>Recognise boundaries within the role and responsibilities of the post.</p> <p>To adhere to personal/professional boundaries.</p> | <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> |
| <p>Personal Qualities</p> | |
| <p>Kind, patient, able to show understanding and empathy.</p> <p>Adaptability – to meet the needs of a diverse population, respect the choices and values of others.</p> <p>Work transparently, takes responsibility for own actions.</p> <p>Professional whilst approachable.</p> <p>Physically fit with good general health as the role can on occasion be physically demanding.</p> <p>Smart and well presented, uniforms are provided along with protective equipment.</p> <p>Deals with change in a positive way, adult health and social care is a varied workplace , training , support and direction will always be given to support change.</p> <p>Tenacious in gaining the best possible support and outcomes for others.</p> <p>Emotionally resilient – The rehabilitation assistants will often see service users and their families /carers at a time of crisis , resilience to support them whilst managing your own emotional health and wellbeing is essential.</p> | <p>E</p> |
| <p>Other</p> | |
| <p>Whilst the primary expectations are of the role are reflected other tasks maybe required to meet the business need.</p> <p>The role carries no supervisory or managerial responsibility.</p> <p>The role has no budget management requirements.</p> <p>The post holder will hold a full driving licence, and daily use of a car is essential.</p> | |

Optalis Company Core Values;

Customer Service

We listen to our customers and offer genuine choice tailored to their individual needs.

Our customers are at the heart of everything we do.

Respect

We respect equality, diversity, and the beliefs and dignity of all our customers and staff.

Transparency and Integrity

We will inspire confidence and trust by operating an open, accountable and transparent culture across all levels of the company.

Communication

We ensure two-way communication with our customers and staff; providing clear, accurate information.

Continuous Development

We embrace and drive forward positive change within the organisation.

Enjoyable and Rewarding

We place emphasis on staff satisfaction and will create an environment which offers opportunity for personal and professional growth.