



JOB DESCRIPTION

Cognitive Rehabilitation Assistant

PURPOSE OF JOB

It is the job of the Cognitive Rehabilitation Assistant to assist clients to re-establish themselves back in their local community and to enable clients to perform functional tasks which they are unable to complete independently due to the nature of their cognitive deficits, providing strategy implementation, prompting and other forms of support where required.

The Rehabilitation Assistant will assist in planning and implementing, along with the client and external professionals where appropriate, a program of social, vocational and leisure activities and any other interests that have been identified by the client in the assessment procedure.

They are also required to facilitate and actively adjust the development and practice the skills needed to allow the clients to live within their community independently and effectively. They will do this by developing and maintaining an effective relationship that can deal with a range of behaviors and situations.

By understanding the individual needs, strengths or weaknesses of each client the client will be enabled to lead an individual and independent lifestyle in their community.

The Cognitive Rehabilitation Assistant will assist the Cognitive Rehabilitation Therapist to implement functional skill transfer, domain specific retraining and fatigue management and mindfulness programs, where applicable. Assistants will have opportunity to engage in Cognitive Rehabilitation assessments and programs.

HOURS:

The times and the amount of hours worked depends on the agreed requirements of each individual client, but help is usually required at different, but regular times throughout the week.

DUTIES:

- 1) To assist the client in facilitating their daily living requirements
- 2) To actively develop a knowledge of the clients needs and wishes to enable them to clearly express and communicate their choices and intentions
- 3) To initiate and creatively plan weekly activities with the client
- 4) To escort client when required in leisure activities, vocational training, appointments etc
- 5) To assist on budgeting and meal planning and preparation
- 6) To provide reinforcement and confidence building
- 7) Assist the client by implementing internal and external strategies for cognitive deficits i.e setting up phones for reminders etc



- 8) Assist and prompt the client to initiate goal setting plans and review when required
- 9) To undertake route planning and orientation training.
- 10) To work and communicate closely with other support staff and supervisors in a timely and professional manner
- 11) To conduct themselves professionally and with a high level input at external multi disciplinary meetings and internal team meetings
- 12) To liaise closely with other colleagues and professionals regarding the need of the clients and ongoing monitoring and development
- 13) To have open and honest communication with other individuals within the care plan, members of family and other professionals.
- 14) To participate in the clients' ongoing assessment of needs.
- 15) To actively take part in training.
- 16) To attend conferences, reviews or other meetings if requested to partake in CPD, and as a representative of BIS Services
- 17) To maintain confidentiality and adhere to BIS Services policies and procedures.
- 18) Meet and exceed all performance indicators and key performance indicators
- 19) Any other reasonable duties falling within the role Cognitive Rehabilitation Assistant as deemed necessary by the Directors and Operations Manager.

Employee Wellbeing

We provide access to an Employee assistance program, as well as in-house opportunity to allow team problem solving and problem resolution.

Key Performance Indicators

- Provide a high-quality service to your clients including: - Punctuality & client session attendance.
- Act as a representative for BIS Services, always acting professionally.
- Demonstrate a proactive approach to developing the service, CPD and external training provision.
- Report client incidents and safeguarding at the first appropriate opportunity.
- Produce high quality and timely sessional reports (submit these reports in 24 hour)
- Provide accurate admin submissions via all systems.
- Maintain professional work relationships with other RA's/ BIS Office (team work & interpersonal communication).
- Communicate in a timely and professional manner with all parts of BIS Services internal and externally.
- Participate and engage in high quality MDT meetings. If no MDT, liaise closely with CM/client family if appropriate.
- Produce high quality risk assessments and rehabilitation plans, and keep these up to date.



PERSON SPECIFICATION

This job would suit individuals who are looking for practical experience in this field who possess sound theoretical knowledge of brain function or those who have previous experience of working with individuals with brain injuries or neurological conditions who wish to further their knowledge and skill base.

AREAS	ESSENTIAL	DESIRABLE
Knowledge/Understanding	Understanding the needs of disabled and disadvantaged people and their carers Understanding of the nature and tasks involved in this role	Issues affecting individuals with brain injuries or neurological disorders Cognitive Rehabilitation strategy implementation knowledge or experience
Education, Training, Qualifications	Degree in Psychology or other related field Evidence of professional development Is willing to undertake training in various aspects of brain injury and neurological illness	Experience of cognitive rehabilitation education and work experience Knowledge of cognitive deficits and consequences either in a professional or personal capacity Masters Degree in Psychology or related field
Communication	Able to communicate effectively with clients and other workers, professionally and concisely. . Excellent written and verbal skills. Excellent level of English language written and spoken skills Excellent computer and administrative skills including proficiency using Office programs.	Experience of working with adults who exhibit communication difficulties Experience presenting one to one and groups Powerpoint skills. High level of skill using iPhone or Android platforms Experience of online report platforms such as Mach, fluid survey etc.
Experience	Working with people with disability Planning/organizing social activities, leisure or other. Previous experience of working in outreach/lone working	Working with people with head injuries, neurological illness or disadvantaged individuals. Personal experience in the field Cognitive Rehabilitation experience



Skills/Abilities	<p>Able to demonstrate a theoretical knowledge of brain injuries.</p> <p>Able to work in partnership with the client without taking control.</p> <p>Able to arrange and take part in leisure activities.</p> <p>Able to work with others as part of a team.</p> <p>Excellent time management skills.</p> <p>Exceptional problem solving skills</p> <p>An innate ability to perform task breakdown concisely and clearly</p> <p>Ability to strategies and predict outcomes</p> <p>Ability to think quickly and appropriately</p> <p>Excellent organizational skills</p> <p>Ability to maintain discretion and confidentiality</p> <p>Ability to plan and work with own initiative</p>	<p>Understanding of the empowerment approach</p> <p>Experience of behavioral management programs.</p> <p>Experience of conducting and analyzing neuro psychological tests</p> <p>Cognitive Rehabilitation experience</p>
Qualities	<p>Well motivated and intuitive.</p> <p>Able to deal with challenging behaviour.</p> <p>Positive approach to problem solving.</p> <p>Patient and willing to engage in trial and error approaches to facilitate strategy solidification.</p> <p>Adaptable to change</p> <p>Trustworthy, careful and reliable.</p> <p>Willingness to learn the job well.</p> <p>Be comfortable with lone working and challenging verbal behaviour</p> <p>Flexible and adaptable.</p> <p>Emotionally Robust.</p> <p>A sense of humour</p>	
Other	Full current driving licence	Access to a vehicle