



the brain injury association

Job Description

Job title:	Acquired Brain Injury Services Co-ordinator Western HSCT area
Accountable to:	Director of Services
Responsible to:	Network Support Manager
Hours per week:	37.5 Hours per week
Salary:	£19,500 per annum

Key Responsibilities:

- To provide client centred services for people living with an acquired brain injury and carers throughout designated HSCT areas.
- To coordinate and facilitate support services in the community offering independence and social reintegration through a varied service range complimenting existing and developing new services depending on need.
- Establish and maintain contacts with health care professionals, statutory and voluntary organisations for purposes of supporting clients and carers advocating on their behalf.

Duties Include:

Client and carer specific:

1. To establish regular groups and therapeutic activity sessions for those referred to the service through outreach, day service and community based service models.
2. To develop with clients, a tailored programme of activities reflective of client need; to work with specialist therapists to address specific needs.
3. Receive and assess referrals against established criteria for attendance at services or for provision of services.
4. To encourage an ethos of independence and, where appropriate, to act as advocate for the client and to ensure that client opinions are sought regularly on the services provided.
5. To organise and participate in a variety of client social functions throughout the year as required.
6. To organise transport to meet the needs of the clients and carers.
7. To provide support, information and guidance for clients and their families.
8. To establish and maintain a caseload of family support in conjunction with brain injury and physical disability teams through a multidisciplinary approach.

9. To deliver self management courses to clients and carers in response to referrals from HSCT.

Reporting and recording:

1. To prepare reports as required for the management team of Headway and appropriate Health and Social Care Trusts and Health and Social Care Board.
2. To maintain records and files as required.
3. Complete weekly calendar and audits.
4. To set goals with clients, maintain individual progress reports for each client and organise reviews accordingly.
5. To assist in the development of service budgets and manage same, while ensuring that financial procedures are adhered to and comply with Headway accounting procedures.
6. To ensure volunteer expenses are claimed on a monthly basis and be responsible for checking and authorising.
7. To ensure that confidentiality of information is maintained at all times.

Recruitment and selection of volunteers:

1. To recruit, select, induct and train a pool of volunteers to assist in the provision of services to clients and their carers.
2. To supervise and support the volunteers in all matters relating to the services provided.
3. To maintain volunteer records including attendance at training and development sessions.

Health & Safety:

1. To observe safe workings practices and comply with Headway Health and Safety policies.
2. To ensure that all vulnerable adult and safeguarding policies are adhered to and implemented.
3. To monitor and control hazards in the workplace.
4. Undertake regular risk assessments.

Support Functions:

1. To assist from time-to-time in the fundraising activity of the organisation.
2. To liaise with local support groups / branches regarding common areas of work.
3. Any other duties as requested by the Director of Services and Network Support Manager which fall within the scope of the post.