

Job Description and specification for:	Enablement Support Worker
Hours and Duration:	7 hrs per day on Tues/Wed
Pay:	£12.89 (14 hrs per week)
DBS Level:	Enhanced DBS
Report To:	Clinical Project Lead
Accountable To:	Chief Executive Officer

Job Summary

You will be based in our Day Centre as part of a small, friendly enablement team providing care and support to clients with Acquired Brain Injury (ABI). You will work with individuals, in small groups and with families to assist clients to develop the skills needed to achieve daily living goals, interact with their communities, and gain confidence to make their own life choices.

Qualifications:

Must have minimum Level 3 Care Qualification or equivalent with enhanced and robust enablement focused experience.

Service/Technical Responsibilities:

- Carry out tasks under the direction of their line manager or another assigned professional.
- Encourage and oversee activities within and outside the Day Centre with individuals and groups to enhance the rehabilitation process.
- Have a clear understanding of the boundaries of their work being clear about how and when to request professional guidance be this close at hand or remote.
- Support and work with individuals, small groups, as appropriate usually in Headway House but sometimes in the community.
- Assist in the maintenance of a safe, warm, clean and comfortable environment.
- Assist service users in their hygiene, fluid and food intake, and other physical needs as required both in the Day Centre and within other community settings.
- Assist individuals to access a range of local and online services creating a network of support local to their homes and communities.
- Work as a team member, taking initiative in accordance with safe working practice, and in conjunction with other staff members, and the needs of the service.
- Assist with general fund-raising initiatives along with other staff members
- Be aware of and comply with Herefordshire Headway Health and Safety procedures as well the full range of its policies.
- Assist in developing strategies of raising awareness of acquired brain and how others can support individuals and families living in their communities.

- To take direction from and to undertake such other duties as requested by the Herefordshire Headway Manager.
- Support individuals to access online Centre activities and other services.

Governance/Quality

- Ensure that the service users' individual rights and choices are actively promoted and supported, and their beliefs and preferences appropriately acknowledged
- Ensure particular care when communicating with service users who have communication barriers.
- Keep appropriate up to date records and assist with audits and reviews as required.

Managerial Responsibilities

- Help to maintain client care records.
- Take and pass messages verbally and in writing.
- Monitor and maintain the cleanliness and tidiness of the environment.
- Assist in ordering and maintaining materials and equipment.

Education, Training and Development

- Attend mandatory training as required.
- Report any unmet training needs in use of procedures or equipment.
- Maintain own professional registrations if appropriate.

This job description should be read in conjunction with the contents of the Staff Handbook that will detail general responsibilities applicable to all staff, and policies and procedures which are applicable to each job.

Person Specification:

Essential	Desirable
Qualified to a minimum of NVQ Level 3 in a relevant care discipline	Experience of working in enablement and or community rehabilitation settings.
Car Driver with own vehicle and insurance cover for business use.	Willingness to undertake further relevant personal development and training
Confident when interacting with people who have complex communication needs.	
Able to work safely on own initiative in lone worker settings.	
Good team player with commitment to working within the voluntary sector.	