

Headway East London  
Bradbury House  
Timber Wharf  
238-240 Kingsland Road  
London E2 8AX



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May 2016

Dear Applicant,

**Re: Therapy Assistant**

Thank you for your interest in the above vacancy with Headway East London. All the information you need about Headway East London can be found on our website [www.headwayeastlondon.org](http://www.headwayeastlondon.org) and our blog <http://headwayblog.blogspot.co.uk>.

This role is being offered on a part-time basis 21 hours/week (however depending on funding this may become a full time post -35 hours/week). The starting salary for this position is **£22,977.73 - £24,377.08 (pro rata) per annum**. The job description and person specification are attached. In order to apply you will also need the following documents, which can be downloaded from the website or sent to you in the post on request:

- Application form
- Ethnic monitoring form

**Please ensure you address the requirements as laid out in the job description and person specification** when completing page 4 of your application and ensure all other sections of the form have been completed. Incomplete applications will not be considered and CVs will not be accepted.

Please send your completed application to [recruitment@headwayeastlondon.org](mailto:recruitment@headwayeastlondon.org) by 9am on Monday 27<sup>th</sup> June 2016. Interviews for the position are scheduled to take place end of the week commencing Monday 4<sup>th</sup> July 2016.

If you would like further information about the role, please get in touch (my email and number are below)

If you have not heard from us by the end of July 2016, please assume that your application has not been successful.

Yours faithfully,

Nadia Applegate  
Therapy Service Manager

Email: [nadia.applegate@headwayeastlondon.org](mailto:nadia.applegate@headwayeastlondon.org)

Tel: 020 7749 7790

## HEADWAY EAST LONDON

### Job Description

<b>Job Title:</b>	Therapy Assistant
<b>Department:</b>	Therapy Services
<b>Based at:</b>	Headway East London
<b>Contract:</b>	21 hours / week
<b>Line Manager</b>	Therapy Service Manager
<b>Responsible to:</b>	Director of Services

### Background

The Headway East London Therapy Team comprises of Neuro-physiotherapy; Occupational Therapy, Psychological therapies including Psychotherapy and Neuropsychology, and volunteer complimentary therapy practitioners.

As the Therapy Service expanded over time, the organisation recognised the need to invest in additional staff resources for this service and we employed a Therapy Assistant in May 2014.

The post holder principally works assisting people attending the Day Service (Headway House) and assisting the therapists with running an extensive group programme, however at times the post holder is required to provide therapy input to private clients that the therapy team may be seeing.

**Main Purpose of Post:** To work as part of the Headway East London Therapy Team.

### Summary of Key Responsibilities & Duties:

1. To carry own member caseload, independently implementing and monitoring specific rehabilitation and risk management plans in order to maximise each member's functional ability and participation in meaningful activity, both at Headway East London, at home and in their community, as directed by the qualified therapy staff and in agreement with the member.
2. To monitor members progress according to their therapy rehabilitation plan, providing appropriate feedback to qualified therapy staff.
3. To carry out specific assessments and outcome measures.
4. To support the delivery of effective and efficient rehabilitation to members whilst providing appropriate support and communication to families and carers and other professionals / support services.

5. To ensure that members are engaged collaboratively in the delivery of their rehabilitation.
6. To participate in creating and maintaining a culture of person centred and goal orientated rehabilitation and use every opportunity to promote members' autonomy in their rehabilitation.
7. To run a variety of therapeutic and maintenance groups alongside or independently of the therapists. Groups may include open gym sessions, chair based exercise, upper limb therapy, yoga, tai chi and relaxation, memory and cognitive strategies, peer support and brain injury education sessions.
8. To maintain accurate and up to date records and monitoring documentation on all work undertaken.
9. To seek and engage in regular supervision, attend therapy team meetings and participate in continuing professional development (CPD) activities.
10. To work in conjunction with other Day Service staff, specifically the co-ordinators and volunteers.

**Principal duties to include:**

1. To carry out specific assessments and outcome measures directed by qualified therapy staff including:
  - Standardised balance assessments, cognitive screening tools, mood questionnaires, behavioural experiments and the goal attainment scale.
  - To identify more complex issues requiring assessment by qualified clinicians
2. To implement specific therapy programmes to individual members', monitor their progress against their rehabilitation goal(s) and provide feedback to qualified therapy staff:
  - To carry out programmes devised by qualified therapy staff; using a range of techniques which the post holder has been deemed competent to do
  - To enable practice and consolidation of specific strategies devised by one of the qualified therapy staff e.g. memory strategies, anger / anxiety management strategies. In particular to practice and consolidate these strategies in a range of environments (for example in activities in Headway House, at home, in the community and other settings such as college)
  - To be responsible for monitoring and managing clinical risk in relation to their own caseload, seeking guidance where appropriate
  - To not attempt any procedure without appropriate training and being deemed as competent to carry it out
  - To maintain accurate and up to date records and monitoring documentation on all work undertaken
  - Examples of techniques include (but is not limited to) mobility practice, travel practice, relaxation techniques, behavioural activation interventions, upper limb rehabilitation and interventions to support members' to develop and maintain a

daily and weekly structure which promotes their psychological and physical wellbeing.

3. To contribute to the evaluations of therapeutic interventions:
  - To set SMART goals with members, adapting them as they progress
  - To be able to monitor progress with appropriate outcome measures, adjusting intervention as appropriate.
4. To be able to prioritise work load:
  - To plan day-to-day workload and demonstrate flexibility as things arise
  - To be able to identify factors involved in making decisions with regard to prioritisation
  - To be able to prioritise referrals to rehabilitation / therapy assistants as required.
5. To provide support to members, their carers and other professionals involved in the person's care:
  - To use listening skills and be aware of the issues and of how to respond to questions and anxieties - this requires empathy, sensitivity and good interpersonal skills especially when a member has barriers to understanding
  - To liaise with family, carers or other involved with a member's care in order to teach therapeutic programmes for them to supervise
  - Make appropriate referrals to other HEL services, social services, community rehabilitation teams, other voluntary services and / or any other relevant support services
  - Liaise and work jointly with Headway East London Day Service co-ordinators and volunteers on member's therapeutic programmes
  - Liaise with professionals from statutory and non-statutory organisations as appropriate.
6. To participate and contribute fully within the therapy and wider Headway team:
  - To attend regular therapy team meetings and member review meetings and make contributions to the goal setting and review process.
7. To participate in writing progress notes using a SOAP format:
  - To maintain timely member progress notes
  - To maintain the record keeping standards of Headway East London.
8. To be involved in service projects and developments:
  - To contribute to and support any projects for improving the Therapy Service.
9. To run a variety of therapeutic and maintenance groups:
  - To assist with the development of the therapy group programme ensuring a range of groups exist to engage as many members as possible in the group programme.
  - To gain regular feedback from the membership about the group sessions.
10. To keep clinical skills updated and maintain personal and professional development:

- To take part in CPD
- Attend in-service training above
- To participate in Headway East London's appraisal process and formulate a personal development plan
- To participate in clinical supervision.

13. To maintain appropriate confidentiality of all information concerning members that may be known or acquired in the course of work.

14. To adhere to all policies and procedures of the Headway East London.

*This job description is not an exhaustive list and the post holder may be required to carry out other incidental duties within the scope, spirit and purpose of the job or other reasonable duties as requested by their line manager.*

*This job description is subject to review and development from time to time in liaison with the post holder. As an employee of Headway East London you will be required to adhere to all the organisations policies and procedures.*

### Person Specification

As the attached job description outlines the main duties and responsibilities of this post, so the person specification lists the requirements necessary to perform the job. Candidates will be assessed according to the extent to which they meet the specification. It is therefore important that applicants pay close attention to all aspects of the person specification when deciding if their skills, experience and knowledge match these requirements.

<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<p><b>Qualification</b></p> <p>NVQ level 3 or equivalent qualification</p>	<p>Undertaken and completed courses related to acquired brain injury and or other neurological conditions</p>	<p>Application Form &amp; Certificate Portfolio of evidence</p>
<p><b>Experience</b></p> <p>Minimum 2 years previous experience working one-to-one with adults with a brain injury or affected by another neurological condition.</p>	<p>Experience of implementing therapeutic programmes for adults with a brain injury.</p> <p>Demonstrable experience in providing intervention relating to activity and participation (as defined by the WHO).</p> <p>Experience as a therapy/rehabilitation assistant working with adults with a brain injury or other neurological condition.</p>	<p>Application Form &amp; Interview</p>

<p><b>Skills, Knowledge and Abilities</b></p> <p>Awareness of the importance of confidentiality</p> <p>Understands the limitations of the role and when to seek guidance.</p> <p>Knowledge of safeguarding practices and procedures applicable to this role</p> <p>Safe manual handling skills or an ability to acquire these skills</p> <p>Ability to initiate own workload (working within boundaries) and be organised</p> <p>Compassionate manner with the ability to empower members/service users</p> <p>Excellent communication skills</p>	<p>Knowledge and understanding of the demographic Headway East London serves</p>	<p>Application Form &amp; Interview</p>
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<p><b>Other Requirements</b></p> <ol style="list-style-type: none"><li>1. In sympathy with the charitable aims and ethos of the organisation.</li><li>2. Awareness of issues around disability and social exclusion</li><li>3. Ability to seek supervision and report incidents appropriately</li><li>4. Suitable professional appearance</li><li>5. Flexible, adaptable and reliable</li><li>6. Team player</li><li>7. Personally and professionally responsible</li><li>8. Willing to take 'hands on' approach</li><li>9. A commitment to equality and equal opportunities</li><li>10. Sense of humour</li></ol>		
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