

Do you enjoy working one to one with people; supporting them to lead full and active lives?

If so, join our team of Community Support Workers.

About us

Headway East London (www.headwayeastlondon.org) is a charity supporting people affected by brain injury. Working across 13 London boroughs, we offer specialist support and services to survivors as well as to their family, friends and carers.

We offer therapies, advocacy, family support and community support work.

We also promote awareness and understanding of brain injury by providing information to the public, and offering training to university students, professionals and businesses.

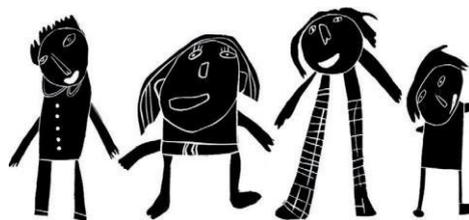
Our vision is to build a community where people with brain injury are valued, respected and able to fulfil their potential.

About the role

As a Community Support Worker, you will work one to one with survivors in their own homes and the local community to collaboratively:

- Aid them to complete daily tasks and gain further independence
- Support them as they seek to come to terms with their injury
- Help them to re-integrate into family and community life, including returning to study or work
- Maximise the opportunities and choices available to them
- Manage complex activities at home like managing finances, budgeting and paper work
- Develop and maintain a daily and weekly structure which promotes well-being (including monitoring health, meal planning and engaging in exercise).

For more information about the service and the work of Headway East London, please visit our website: <http://headwayeastlondon.org/services/#community-support-work>



Benefits of working as a Support Worker for Headway

- Employment on a permanent contract basis. You will have your own regular, weekly caseload providing you with the opportunity to build a close working relationship with survivors of brain injury
- Paid expenses related to travel within the working day.
- Supervision and training including:
 - » A comprehensive two-day induction
 - » One to one supervision every six-eight weeks
 - » Access to peer supervision and on-going training throughout the year
- Access to our team of experienced staff and therapists for specific advice and support in your role
- Access to a range of Employee Benefits
- The loan of a smart phone for work purposes (please note you will require access to a computer and the internet for elements of your work)

Disclosure and Barring Service (DBS)

The DBS check is a legal requirement for everyone that works in the social care sector. If you would like to find out more about the DBS, please take a look at their website: www.gov.uk/disclosure-barring-service-check or call them on 0300 0200 190

To apply

If you would like to apply please submit your application form including a supporting statement considering (based on all the details in the job description and person specification) why you feel you are the person for us. The closing date for this role is **9am Monday 30th May**. Interviews will be held in the **week commencing 6th June**. CV's will not be accepted for the role.

If you would like further information about the role contact Fiona Aravindakshan or Michael Graham by email at: fiona.aravindakshan@headwayeastlondon.org
michael.graham@headwayeastlondon.org

Headway East London is an Equal Opportunities Employer, and we are committed to ensuring that all staff are motivated, skilled and rewarded by their work. We welcome applicants regardless of race, religion or belief, colour, national origin, sex, sexual orientation, disability, age and other protected status as required by law. We promote and protect human rights: they are the foundation of what we do.

CONTACT DETAILS

Headway East London
Bradbury House
Timber Wharf Block B
238-240 Kingsland Road
London E2 8AX
Tel. 020 7749 7790
www.headwayeastlondon.org

Registered Charity No. 1083910
Company Registration No. 3998925
Affiliated to Headway - the brain injury association



Headway East London

Job Description

| | |
|----------------------|---|
| Job Title: | Community Support Worker |
| Service: | Community Support Work Service (CSWS) |
| Contract: | Permanent. Contracts available are 35, 25 and 21 hours |
| Salary: | £20,881.98 FTE |
| Line manager: | Community Support Worker Service Manager |
| Main Purpose: | To work one to one with survivors of acquired brain injury in their own homes and the local community, as part of the Headway East London (HEL) Community Support Work Service (CSWS) |

General Duties:

1. Support survivors of acquired brain injury to maximise or maintain their autonomy and independence in their home environment and their community,
2. Assist members to plan and organise their daily activities including accompanying them to appointments with health and statutory care providers.
3. Support members to access the community: including educational, social, leisure, physical and vocational activities.
4. Support members to develop and maintain a daily and weekly structure which promotes their wellbeing (this may include helping them to monitor their health, helping them with budgeting, meal planning, engaging in exercise, and participation in activities in the community)
5. Support members to maximise their income through benefit entitlement and budgeting.
6. Support members to complete relevant statutory paperwork.
7. Provide appropriate and relevant advice, information and advocacy, to members and their families, in conjunction with the other Headway staff.
8. Make appropriate referrals to other Headway services, social services, community rehabilitation teams, other voluntary services and / or any other relevant support services.
9. Liaise with Headway's day service, therapy service and casework service staff, as well as professionals from statutory and non-statutory organisations as appropriate.
10. Engage members collaboratively in the delivery of their support activities.
11. Implement and monitor specific support / rehabilitation and risk management plans, and provide appropriate feedback.
12. Maintain accurate and up to date records and monitoring documentation on all community support work undertaken. This may include summaries of support work.
13. Seek, and engage in, regular supervision with the Community Support Work Service Manager and attend peer support and team meetings, as required.
14. Report to the Community Support Work Service Manager.

Other duties:

15. Demonstrate a commitment to the aims, ethos and policies and procedures of Headway
16. Abide by health and safety guidelines and sharing responsibility for your own safety
17. Any other duties that may reasonably be required.

This job description outlines the current main responsibilities of the post; however, the duties of the post may change and develop over time and the job description may be amended in consultation with the post holder.

Headway East London

Person Specification – Community Support Worker

| Essential | Desirable |
|---|---|
| <p>Experience</p> <ol style="list-style-type: none"> 1. Experience of lone working 2. Experience of working with people who have physical, cognitive, psychological or learning needs | <ol style="list-style-type: none"> 1. Experience of working as part of a team of staff and volunteers 2. Experience of working with people with acquired brain injury 3. Experience of keeping accurate member records |
| <p>Skills, Knowledge and Abilities</p> <ol style="list-style-type: none"> 1. Excellent verbal and written communication skills 2. Excellent organisational skills 3. Ability to self-motivate and work confidently on own initiative 4. Ability to problem solve and prioritise 5. Good literacy and numeracy skills 6. Good computer literacy including working knowledge of Microsoft Office 7. Ability to learn quickly 8. Ability to work under pressure and to stay calm in stressful situations 9. Ability to relate well to people from different backgrounds on a one-to-one basis 10. Ability to listen and be empathetic to others' situations 11. Ability to implement and monitor specific support / rehabilitation and risk management plans | <ol style="list-style-type: none"> 1. Knowledge of acquired brain injury and its effects 2. Knowledge and understanding of the demographic Headway East London serves 3. Advocacy skills / training 4. Knowledge of statutory and non-statutory organisations and services (i.e. CAB, Health and Social Care, other charities, community resources) 5. Knowledge of safe guarding issues 6. Knowledge of the welfare benefits system and relevant legislation |
| <p>Other Requirements</p> <ol style="list-style-type: none"> 1. Be personally and professionally responsible 2. Ability to seek and utilise supervision and support systems in place to support self-care 3. A commitment to equal opportunities 4. Be flexible and open to new challenges, ideas, and experiences, and able to be self-reflective 5. Sense of humour | <ol style="list-style-type: none"> 1. Awareness of issues relating to disability and social exclusion 2. Willingness to work occasional evenings |

