



HEADWAY OXFORDSHIRE

BRAIN INJURY BUDDY

Job Description

Hours: - Full time and part time positions available

Hourly rate: - Starting at £10.00 per hour – negotiable, dependent on experience.

Between the hours of: - Monday to Friday – very occasional out of hours work may be required but would be discussed in advance.

Place of work: - Individuals homes, community settings, Headway Oxfordshire Activity and Rehabilitation Centre and travelling across Oxfordshire depending on client work.

Responsible to: - Lead Acquired Brain Injury Navigator

We are looking for highly motivated and compassionate individuals, who really want to experience first-hand, the immense satisfaction of supporting individuals affected by brain injuries to improve their daily lives. You will be supported to meet the very best standards of care, whilst being given the trust and autonomy to work in people's homes and assist individuals to engage with their communities and community activities.

If this is you and you would like to work with a close knit and supportive team, within one of the most respected specialist charitable services across Oxfordshire, we want to hear from you. We will support you with excellent induction, training, and ongoing supervision, as well as pay you a competitive salary and the potential for personal and professional development and promotion.

This role could be the first step to becoming an Acquired Brain Injury Navigator (ABI) as part of the Headway Oxfordshire Team. For more informative details about the role of an ABI please visit our website: <https://headwayoxfordshire.org.uk>

Aim of the Post: -

To provide an appropriate face to face level of support with home visits or sessions within our Activity Rehabilitation Centre (ARC) to individuals with acquired (Acquired Brain Injury) or traumatic (Traumatic Brain Injury) across the county. Following holistic, person centred support plans.

Duties and Responsibilities: -

- Assist in delivering a high standard of holistic person-centred support to individuals with a Brain Injury in a friendly, respectful, and professional manner, following specific support plans.

- Support Individuals to participate in a framework of goal based structured support that is agreed and owned by the individuals themselves.
- Write accurate records of support sessions, escalating any concerns to their Line Manager.
- Plan/Review and present support plans of working case load, in discussions with Line Managers and ABI Navigators.
- To liaise with carers (both family and paid) of clients. Work alongside other Community based Teams & Clinicians involved with clients.
- To transport individuals to activities, appointments and Headways Activity and Rehabilitation Centre using either own transport or Headway minibus.
- Other duties as required by Manager.

Professional and Education: -

- Participate in Supervision and Headway Staff Meetings.
- Attend all mandatory/relevant training. Willingness to engage in ongoing training.
- Regularly review own performance and identify/develop needs in conjunction with Line Manager and ABI Navigators.
- Contribute towards consistent and safe practice by being aware of and adhere to all the relevant Organisational policies and procedures.
- Promote confidentiality, diversity, and equality.

If you would like to be part of this dynamic, forward thinking team supporting individuals within Oxfordshire then please feel free to contact one of the below to discuss further: -

Amanda Warwick – Lead ABI Navigator – amanda@headway-oxford.org.uk

Charlotte Carlisle – Operations Manager – opsmanager@headway-oxford.org.uk

Person Specification

Essential Criteria	Desirable/Not Essential
Previous Care/Support Work NVQ Level 2 in Social Care or equivalent	Experience of Health Care Assistance role and/or approved provider status NVQ Level 3 in Social Care or equivalent – or a willingness to work towards
Experience of working with disability in either voluntary sector or statutory sector setting	
Experience of working to individual client focused plans	Experience in identifying complex needs and working with Goal Based Support Plans
Experience of Lone Working and the ability to work on own initiative and organise own workload	
Ability to organise/activities in relation to individual client focused plans	Experience in organising activities for people who have impaired cognitive function and varying physical disabilities
Experience of developing excellent working relationships with outside agencies	Good knowledge of local Statutory and Voluntary Sector
Unlimited access to a Vehicle and a full driving license	
Ability to work as a member of a small team	
Ability to undertake flexible working patterns as dictated by individual's needs	
Ability to demonstrate reliability and punctuality	
Good level of literacy and numeracy and the ability to write/keep accurate records. To communicate appropriately, verbally and in writing at all levels	Experience of writing support plans
Good/Confident IT Skills - including Microsoft Suite/Internet Browsing and Excel	Experience of data inputting and data bases.
Knowledge and Understanding of Care Act 2014 and Mental Capacity Act 2005	
Demonstrable commitment to Equal Opportunity	
Ability and willingness to travel around the county and access a variety of buildings	