



**HEADWAY**  
OXFORDSHIRE

## **ABI Navigator (Community Support Worker) Job Description**

**Hours** – 37 per week

**Pay Scale** – Salary range of £24,000-£28,000 fte per annum dependent on experience

**Reporting to** - Operations Manager

### **Aims of the Role.**

1. To support the smooth and equitable transitioning of service users through their patient journey whilst in hospital
2. To maximise individual's community integration and long-term independence via the Oxfordshire ABI Support Service (OASS) provision.

### **Job Description**

- To form relationships and excellent communication channels with key partners in the patient journey, including attending multi-disciplinary, goal setting and discharge planning meetings as appropriate.
- To support individuals through the discharge process and signpost to Headway Oxfordshire (and other) services as appropriate.
- To assist and advocate in support of individuals to apply for social care personal budgets where applicable.
- To sign post to Headway Oxfordshire's (and/or other agencies) Specialist Benefits Support Worker for benefits advice and application assistance as required.
- To engage with clinical systems and embed the ABI Navigator service within these systems as a recognised part of the patient pathway
- To identify suitable patients/carers for the OASS
- To assess the likely eligibility of patients/cares for legal services support and refer into the OASS legal steering group accordingly
- To liaise with legal partners on the steering group around specific cases and monitor outcomes as per HWO's service level agreements
- To plan the OASS care package in agreement with patients/carers.
- To follow process and procedure for referrals into Headway Oxfordshire's services.
- To collate all necessary and relevant medical/social details to inform the transition through HWO's ongoing support services.

- Contact the GP to alert them to the persons need and discuss discharge support
- To complete all necessary documentation and data base entry for new referrals as per HWO process and procedure.
- To appropriately share information with the ABI Nav Lead/ABI Pathway Co-ordinator and ARC Co-ordinator to ensure equity of service for individuals and adherence to HWO's practice and procedure
- To accurately record and monitor the ABI Navigator service provision hours and report for invoicing purposes as required and per HWO process and procedure
- To work to and within the confines of the ABI Navigator project specification and time constraints.
- To work across different settings, including Hospital, Community, HWO and individuals' homes as necessary.
- To manage a caseload of clients, including keeping accurate and timely records of all clients seen, visits made and outcomes, including entering said data on to Headway Oxfordshire's database.
- To write reports as necessary.
- To attend regular supervision sessions with line manager and Headway staff meetings.
- To work to and implement all policies and procedures of Headway UK and Headway Oxfordshire.
- Other duties as required by manager.



## Person Specification

<b>Essential criteria</b>	<b>Desirable</b>
Social work or nursing qualification or equivalent	Qualifications in/experience of working with Neurological conditions
Experience of working with disability in either voluntary sector or statutory sector setting	Experience of working with neurological conditions within either statutory or voluntary sector
Experience of advice work or advocacy	Experience of supporting clients 1:1 in the community
Understanding of current Social Care provision	Direct experience of working within social and/or health care provision
	Experience of work in a day service/hospital/rehab setting
	Experience of lone working
	Good knowledge of the mental capacity act
Experience of developing excellent working relationships with outside agencies	Good knowledge of local statutory and voluntary sector.
Experience of creating/working to individual client focused plans	
Ability to organise support in relation to individual client focused plans	Experience in supporting people who have impaired cognitive function and varying physical disabilities
Experience in risk assessment & safeguarding	
Unlimited access to a vehicle and a full driving license.	
Good level of literacy and numeracy and ability to write/keep accurate reports.	
Ability to work on own initiative and organise own workload	

Ability to work as a member of a small team.	
Ability to communicate appropriately, verbally and in writing at all levels	
Good IT skills	Experience of data inputting and databases
Demonstrable commitment to Equal Opportunities	
An understanding of the requirements of record keeping and information sharing as per GDPR	
Ability to travel around the county and access a variety of buildings	