

**Role:** Rehabilitation Assistant

**Summary:** To support the delivery of high quality, ongoing rehabilitation to people who have had a stroke or with neurological conditions, through the provision of supported group exercise sessions. To provide administrative support and assistance in the day to day running of the charity.

**Hours:** 30 - 37.5 hours per week (Monday - Friday) - negotiable hours around core groups

**Salary:** £24,000 - £29,000 pro rata dependent on experience

**Location:** Clinical and office sites in London. Administrative duties may be done from home.

**Accountable:** To Lead Physiotherapist and Head of Operations

**Key Working Relationships:** Lead Physiotherapist, Founding Physiotherapist, Head of Operations and freelance physiotherapists

### ABOUT US

LEGS (Local Exercise Groups for Stroke and neurological conditions) is a charity founded to provide ongoing, high-quality, longer-term, affordable rehabilitation, alongside or after NHS rehabilitation has come to an end. Meaningful improvement for people with neurological conditions can happen over many years and LEGS recognises the need for a programme which sustains increased physical activity and social participation over months and years, rather than weeks, and takes a holistic approach by providing participants with support and advice.

#### Vision

A future where people with neurological conditions have improved access to physical activity and their communities, enabling them to live happy, healthy lives.

#### Mission

To provide high quality, supported local and virtual exercise groups, that are affordable and accessible, for all people living with neurological conditions.

#### Values

Our values express who we are. They form the basis for all we do:

- we deliver excellence
- we are inclusive
- we are collaborative
- we have integrity
- we are kind
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### JOB PURPOSE

- To support the work of our physiotherapists, enabling the delivery of high quality, group exercise and discussion sessions for people who have had a stroke and other neurological conditions.
- To deliver (with supervision) 1:1 support to participants in a community setting
- To provide both clinical and administrative support, processing clinical data and assisting in the day to day running of the charity.

There is close liaison with all members of the team, and plenty of clinical training and supervision opportunities to ensure that you are competent in your work.

### **CLINICAL**

- Assist qualified health professionals in the delivery of neurological rehabilitation in a variety of settings.
- Support delivery of online exercise and discussion sessions.
- Manage workload and be able to prioritise and manage clinical responsibilities.
- Work without direct supervision, but under the direction of the qualified staff in the delivery of treatment and rehabilitation programmes.
- Work independently and undertake work duties effectively and efficiently.
- Work in partnership with participants and their families/carers to support them to achieve their agreed goals.
- Prepare and maintain a safe and clean environment for treatment (including risk assessing exercise environments).
- Wear PPE and follow Covid safety precautions and policies.
- Be aware at all times of the needs of participants during illness or disability and to promote and encourage independence and restoration of function.
- Use judgement and knowledge to assess a participant's response to interventions and modify where necessary.
- Assist in the assessment of participants under the supervision of a qualified physiotherapist.
- Undertake some assessments independently with agreement and supervision of qualified staff.
- Communicate effectively with participants and carers to maximise rehabilitation potential and to ensure understanding of their condition and also manage barriers that may hinder communication e.g. aphasia.
- Maintain attendance registers for groups and follow up with participants in their absence.
- Update participant records in a concise, accurate and timely manner in line with charity policy.
- Process outcome measures data to ensure clinical change is measured appropriately.
- Use video filming as part of assessment and outcome measures.
- Respect individuality, cultural and religious diversity and contribute to a service sensitive to these needs.
- Exercise good personal time management, punctuality and maintain consistent and reliable attendance.
- Accept responsibility for delegated clinical and administrative duties.

### **ADMINISTRATION**

- Assist in managing the telephone, messaging and email systems.
- Work closely with the Head of Operations to ensure an optimum service is provided at all times.
- Monitor and maintain stock (e.g. PPE supplies), liaising with the Head of Operations on the ordering and delivery of items.
- Assist with clinical administrative as directed by the physiotherapists.
- Acquire and maintain the skills required to input data on all computer based information systems.
- Provides administrative support including composing and typing letters and memos on their behalf.
- Works unsupervised on assigned secretarial, administrative tasks and projects.

### **COMMUNICATION**

- Demonstrate a high level of interpersonal skills, self-awareness and empathy in all communications.
- Communicate with the other members of the team, regarding changes in participants' condition or any other useful information.
- Ensure open channels of communication with both internal and external agencies, to achieve a coordinated service to participants and their families.
- Communicate information effectively and appropriately to participants and carers, where many of the participants will have a cognitive, memory and speech and language problems, or where English may not be the first language.
- Attend staff meetings as appropriate, and to feedback relevant information and handovers.
- Ensure participants, often with a high degree of difficulty in communication due to speech and language problems or cognitive problems have consented to treatment
- Have a working knowledge of IT systems including Microsoft Word, Outlook, Excel spreadsheets and be able to navigate the internet.
- Assist in fundraising campaigns and social events.

### **TRAINING**

- Attend organised training sessions, including all mandatory training.
- Participate in an appraisal system and Personal Development Programme, including competencies and supervision.

### **CLINICAL GOVERNANCE**

- Adherence to the charity and professional standards.
- Recognise own learning needs and seek relevant learning opportunities to ensure own clinical knowledge is up to date, evidence-based and that effective clinical care is delivered.
- Access regular staff appraisal to provide evidence of function and development within the post.
- Comply with mandatory training requirements and charity policies.
- Record and monitor accurate data and information relating to the charity which will be utilised in the provision of care and the development of the service.
- Effectively use IT support systems to collect, collate, analyse and interpret data.
- Use electronic participant records to maintain records.
- Ensure all work is carried out to the expected standard level.
- Participate in seeking carer and participant feedback.
- Adhere to and at all times promote the charity's policy for the promotion of equal opportunities and cultural awareness.

**Please note that due to the evolving nature of the charity this job description is not exhaustive and may be subject to change according to the evolving nature of the charity's mission and visions**