



Job Description for Volunteers & Students

At Headway Bedford, we provide a wide range of services to help rebuild lives after brain injury, providing practical and emotional rehabilitation support for our clients and their families. Your role is to encourage this enablement process through working with clients in group or individual cognitive sessions and other subject areas. These include cookery, IT, art etc to help them to increase their abilities, confidence and self esteem.

Requirements: A good level of numeracy and literacy, patience and a good sense of humour.

Duties:

- 1) Set up, restock and clear down the tea station throughout the day.
- 2) Assist clients with settling into the main room on arrival and help with coats, if applicable. Talk to clients and ensure that no client is sitting alone.
- 3) Help the clients to walk (but only when trained to do so) and make their own drink or make a drink for less able clients.
- 4) Attend pre-briefings for session and client information.
- 5) Enable clients during cognitive and other rehabilitation sessions (training will be given).
- 6) Motivate and prompt the clients to increase independent learning.
- 7) Give verbal or written feedback to the session co-ordinator on the client's mood, ability, attitude, progress and level of support required. (After **EVERY** session).
- 8) During lunchtime enable clients to make drinks and enable them to get their lunch if they can (help with opening and unwrapping food items if this is difficult for them).
- 9) Be aware of the clients' whereabouts and mood throughout the day and inform the co-ordinators if you have any concerns.
- 10) Tidy the main room and kitchen areas and make sure the building remains tidy throughout the course of the day.
- 11) Claim expenses from Stella Hammond (Admin Co-ordinator) on arrival or at lunchtime (receipts required if using public transport).

Hours: Sessions are Monday - Thursday 10.00am -1.00pm and 12.30pm – 3.30pm

For further information, please see our website www.headwaybedford.org.uk