



Job Description for Assistant in Speech and Language Communication Group at Headway Bedford

Headway is a rehabilitation centre for people with Acquired Brain Injury that concentrates on enabling clients to live their lives to the best of their ability by re-learning and learning new skills.

You will be working closely with those who have a difficulty with communication and will assist in the weekly Communication Group on a Wednesday morning. You will help them practice communicating in a helpful and encouraging environment as part of their rehabilitation and increased independence.

Your role is to encourage this enablement process through working alongside clients to help them to increase their abilities, confidence and self esteem. The group aims specifically to raise levels of confidence in conversation skills.

Requirements: A good level of literacy, patience, the ability to listen and a good sense of humour. Commitment to attend the group on a regular basis is essential.

Duties

1. Attend briefing for session plan and information.
2. Assist clients with walking (when trained) and settling into the communication group room for the start of the group and to help with coats and drinks if applicable.
3. Enable clients during communication sessions (on the job training will be given).
4. Motivate and prompt the client, if needed, to assist their communication when appropriate. Use open ended questions and try not to assume what the client is trying to say.
5. Encourage the client to communicate in any way they can e.g. writing, gesturing or drawing.
6. During the session be attentive positive about the activities and interested in all the clients in the group at all times. Beware of and use positive body language.
7. Have patience and a good sense of humour.
8. Give verbal and written feedback to the communication group leader on the client's mood, ability, attitude, progress and level of support required at the end of every session.
9. Turn your mobile phone off during session time.
10. Claim expenses from Stella Hammond on arrival (receipts required if using public transport).

Hours

10.30 – 13.00 Every Wednesday (Communication group runs from 11.00 – 12.30)