

Role Description for Volunteer Speech and Language Therapist Assistant



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. This includes enabling clients to learn or re-learn skills. Your role is to work alongside all members of the multi-disciplinary team, particularly key workers and the Speech and Language Therapists. This is to encourage this enablement and learning process through working with clients in group or individual speech and language therapy sessions. The overall aim is to help them increase their abilities, confidence and self-esteem.

Requirements: A good level of English (use of language; spoken, written, listening), 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) Support clients to get around the building (when trained to do so, e.g., enabling them to walk safely or pushing their wheelchair) and make their own drink or make a drink for less able clients.
- 4) Attend pre-briefings for session and be given any necessary client information.
- 5) Enable clients during sessions by supporting them with basic needs (e.g., reading and writing), keeping them on track, gently encouraging them to try new communication strategies and to use their current strategies (training will be provided).
- 6) Encourage clients to use total communication (e.g., writing, drawing, gesturing, using cues) where needed.
- 7) During the session be attentive, positive about the activities and interested in all the clients in the group at all times. Be aware of and use positive body language.
- 8) During lunchtime enable clients 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) **Volunteers only** - Claim expenses from Janine Hart (Office Administrator) on arrival or at lunchtime (receipts required if using public transport).

Hours: Sessions are Wednesday 10am -1.00pm (group SALT sessions) and 1pm – 3.30pm (singing sessions).

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