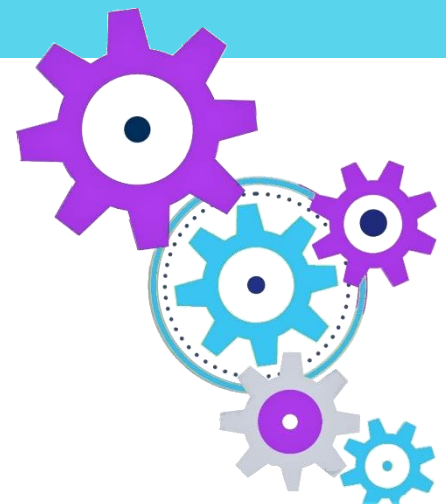




## **SPEECH & LANGUAGE THERAPIST**

Headway Birmingham & Solihull

Recruitment Information Pack



# Aims & Objectives

**Our Mission is “to promote greater understanding of all aspects of brain injury and provide support, information and services for people who have sustained brain injury, their families and carers”.**

**Our Objectives are to:**

- Promote awareness of brain injury & its consequences and actively seek to reduce potential incidents.
- Make services known to newly brain injured people/families at the earliest stage and throughout the whole journey
- Provide information, advice and support services for people with brain injuries, their families, carers and concerned professional people
- Provide specialised rehabilitative activities to assist people with brain injury to regain independence, continued recovery and re-integration into the community
- Develop links with appropriate agencies & establish working partnerships
- Maintain good governance, management and staff ratios



Thank you for your interest in becoming **Speech & Language Therapist** with Headway Birmingham & Solihull.

We are a local brain injury charity, which has been established for over 30 years offering a variety of support services for people across Birmingham & Solihull with Acquired Brain Injury (ABI) and their families/carers.

Headway Birmingham & Solihull employs over 80 staff as well as having a large number of student placements and volunteers.

An exciting opportunity has arisen for a post-grad Speech & Language Therapist to join our local brain injury Charity, as we move into providing Wellbeing and Therapies as part of our new service model. We are looking at 3 days per week (21hrs) to start and then as

we develop the service, to operate 5 days at least by the end of year 3. This is a great opportunity for someone who would like to start part-time and increase days as the service grows.

The ethos of the service is on person-centred programmes, enabling service users to reach their optimum potential and enriching their recovery.

You will be supporting the rehabilitation of clients with acquired brain injuries, at the post-acute stages, at our Hub or in their home.

We are seeking an enthusiastic and dynamic individual to help us set up and develop our therapy programmes. You will be working with brain injured people who are requiring further intervention to promote continued improvements and independence.

This is an excellent opportunity to gain experience in working in a community setting, and an opportunity for a clinician wanting a career in community therapy and/or in the field of brain injury.

The successful candidate will be required to assess and treat, or, provide ongoing rehabilitation programmes for our clients, including those with multiple and complex medical and social issues. We are an integrated service with health & social care.

The post holder will be expected to support undergraduate students, as well as staff in the Wellbeing team. Applicants must have current professional registration with the Health and Care Professions Council.

We look forward to meeting you and hope you may become a part of our Headway family.

**Sue Tyler**

CEO

# WHY WORK FOR HEADWAY?

## Whose life did you improve today?

Everyone who works for us is contributing to making a real difference to the lives of many people affected by brain injury. The brain injury journey has only just started after leaving hospital and Headway is there for the whole family throughout this difficult and ever-changing journey. You can be part of helping them to get a life back again.

## Why join us:

- **Annual leave** – A generous 33 days each year (including 8 Bank Holidays)
- **DBS Check** – We cover the cost of your DBS check and further renewals on completion of probation
- **Company Pension Scheme**
- **Wellbeing Support, Advice and Guidance** – via our in-house trained ‘Mental Health Champions’ and/or Employee Assistance Program through an online portal or over the telephone
- **Confidential Counselling Service**
- **Free parking at our Centre’s** – Moseley, Rubery and Sutton Coldfield
- **Induction**- We provide a comprehensive induction and on-going training including the Care Certificate.
- **Brain Injury Certificates – Level 1 & 2** - Free specialist training in Brain Injury
- **Qualifications** – We can support you to obtain a range of qualifications according to roles and support personal development
- **Staff Referral Scheme** – Receive a voucher for referring someone into a vacant role, if they are successful and start in role
- **GEM Awards** – All of our Employees are stars in our eyes and each year colleagues make nominations for our special awards.
- **20% discount on purchase** – At our Charity Shops in Great Barr and Rubery
- **Social Events, Fundraising & Team Building** – We value all our Employees and try to bring people together socially
- **Blue Light Card Discounts** - Highstreet retailers, days out, gifts, holidays and even when buying a car available. Headway will purchase the card for you.
- **Long Service Awards** – Receive an extra days’ annual leave when you achieve 5 years, 10 years = 2 days etc
- **£300 Voucher** awarded for 10 years’ service
- **Role Anniversary Awards** – Receive an award every 5 years in your role
- **Special Birthday Days** – An extra day’s leave on your ‘milestone birthdays’
- **Health Scheme** – Employees can opt into the BHSF healthcare plan where Headway B & S will pay at the basic level. This enables Employees to claim back money towards general day to day healthcare such as Opticians and Dentists
- **Duvet Days** – Be rewarded for coming into work with an extra day off for a full year of attendance
- **Respite Day** – a day off for working carers who go above and beyond.



## Code of Ethics

Headway Birmingham & Solihull have a set of 6 core values that will flow through our culture and behaviour and to which all Employees, Volunteers and Trustees are committed to:

Every day, we do our best to put our values into action through our work and our relationships with our users, business partners, communities and one another.

### ❖ **Putting 'People First'**

We support & care for our clients as we would like to be treated ourselves. Clients will be treated with dignity and respect and we will always act in their best interest. We all value individuals and celebrate diversity.

### ❖ **Being 'Safe'**

Every client, person who works for or comes into contact with, Headway Birmingham & Solihull should be treated with dignity and respect and feel that they are in a safe and supportive environment

### ❖ **Being open, honest & accountable**

We are open and honest with others and ourselves. We ensure that our interactions with people are above reproach and we maintain the confidentiality of those we work with. We accept constructive criticism. We accept responsibility and hold ourselves accountable for our work, actions and our results.

### ❖ **Striving for Excellence**

We strive to deliver a service we are proud through continuous improvements and are dedicated to providing the highest quality across all services. All staff should be passionate about the cause and be willing to give a bit more than '9 to 4' when the work requires this. We want Staff to be proud of their work and uphold our good name

### ❖ **Being professional & ethical**

The charity and all who work for us shall always uphold the highest levels of institutional integrity and personal conduct. People work cohesively across all departments for the good of the whole of Headway BS and recognise and respect the value and strengths of each other.

### ❖ **Doing 'more with less'**

We use resources to the full, waste nothing and do only what we can do best as specialists. We strive to maintain our principles by the ability to organize all our assets – physical, financial and human – for maximum productivity. In this way, our services will be delivered with the highest quality and efficiency at the least possible cost providing excellent 'value for money'.





**JOB DESCRIPTION: SPEECH & LANGUAGE THERAPIST**

**Work Area:** All services

**Based at:** 1 day at each of our hubs – Moseley, Rubery and Wylde Green

**Hours:** Contracted 21 hours per week. Flexible to suit job needs and to meet specific deadlines

**Salary:** Band 6 Equivalent

**Reports to:** Therapy Co-ordinator/ABI Services Manager

**JOB SUMMARY**

To work as an integrated part of the multi-professional team (Physio, OT and SALT).

To provide an accomplished SALT service starting with 2 days a week, with the overall aim of providing rehabilitation for the full week and in the community/client's homes.

To assist with the development of the therapy services, through evaluation, suggestions and ideas.

**MAIN RESPONSIBILITIES**

1. To provide SALT assessment of clients and to deliver a clinical based, individual treatment programme's, working with Therapy Assistants to deliver 1 to 1 and group sessions.
2. To hold responsibility for own caseload working without direct supervision and be professionally and legally accountable for all aspects of own work.
3. To undertake assessment of patients, using clinical reasoning skills including manual assessment techniques. Assessments may take place within client's homes or at the Wellbeing Hub.
4. To formulate and deliver an individual SALT treatment programme based on sound knowledge of evidence-based practice and treatment options, using clinical assessment, reasoning skills and knowledge of treatment techniques and skills, e.g. manual therapy techniques, patient education, exercise classes and other alternative options.
5. To formulate realistic goals and measures.
6. To obtain consent as outlined in RCSLT, Health and Care Professions Council (HCPC) and Trust policies.
7. To effectively communicate with patients who may have barriers to understanding or communicating, e.g. blind, deaf, dysphasic, or who do not have English as a first language.
8. To evaluate client progress, reassess and alter treatment programmes if required.
9. To be responsible for maintaining accurate, confidential and comprehensive treatment records in line with the RCSLT, HCPC.
10. To discuss with supervisor the organising and planning of own caseload to meet service and client priorities, readjusting plans as situations change/arise.

11. Supervise and delegate tasks to Therapy Assistants, Support Staff and Physio Students, ensuring client programmes are followed effectively and feedback is received.
12. Produce and update the required documents for the running of the service and attend to all admin tasks as needed.
13. To be responsible for the safe and competent use of all equipment, gym equipment and patient appliances and aids as well as any other equipment
14. To have a major role in suggesting and implementing improvement to services and in exercising professional responsibility for both themselves and their peers within an open 'no blame' culture.
15. To communicate with external agencies with regards to patient assessments, treatment and rehabilitation and if necessary, regarding the provision of equipment.
16. To effectively handle the clinical risk within own patient caseload.
17. To ensure that your own practice meets the level of competency required by professional standards of physiotherapy practice. To be responsible for maintaining own competency to practice through CPD activities and maintain a portfolio which reflects personal development
18. To participate in the staff appraisal scheme as an appraisee and be responsible for complying with your agreed personal development Programmes to meet set knowledge and competencies.
19. Ensure clients are always supervised; anticipating and responding to daily occurrences that may put at risk the safety of clients or staff. E.g. changes in behavior; epileptic fits; accidents; threats/quarrels.
20. Supervise/work with any other staff, students or volunteers assigned to the service area.
21. To be part of the Headway team, contributing to wider activities by volunteering on at least one outside of hours event and assisting at compulsory fund-raising events etc.
22. Be flexible to suit the needs of the post and attend fully any training, coaching or team meetings etc. as required.
23. Uphold all Terms and Conditions of the post including covering in emergency situations as required and upholding all other policies such as Health & Safety, Equal Opportunities, etc.

**HEADWAY BIRMINGHAM & SOLIHULL**

PERSON SPECIFICATION FOR THE POST OF

**SPEECH & LANGUAGE THERAPIST**

FACTOR	ESSENTIAL	DESIRABLE
<b>EDUCATION/ QUALIFICATIONS &amp; RELEVANT TRAINING</b>	Degree or equivalent within SALT/HCPC registered as a SALT  To have experience of using IT (e.g. basic word and Excel)	Recent post qualifying experience working in speech and language  Experience in field of neuro  <b>Full valid driving licence / full use of car / business insurance to enable transporting clients</b>
<b>HEALTH &amp; PRESENTATION</b>	A professional and friendly manner with neat and clean appearance  Acceptance of staff dress code  To be able to undertake moving and handling procedures	
<b>KNOWLEDGE &amp; RELEVANT EXPERIENCE</b>	Working with people having some form of disability  Previous similar therapy works or day centre work  Running sessions and working 1 to 1	Working with brain-injured people.  <b>Driving a mini-bus Full valid driving licence (D1 entitlement)</b>
<b>SKILL REQUIREMENTS</b>		
<b>INTERPERSONAL SKILLS</b>	Good at developing relationships  Able to identify client concerns/needs & fears  Can exercise patience when required  Calm, collected & caring always	Outward going with a good sense of humour  An interest in people with brain injury and their daily living problems
<b>ORGANISATIONAL SKILLS</b>	Able to work as a member of a team yet also alone  Able to plan & organise own workload  Abe to multi task  Able to lead group training sessions and supervise helpers.	Alert and watchful for potential problems  Quick thinking and able to respond positively
<b>COMMUNICATION SKILLS</b>	Discreet & able to keep confidences  Able to communicate well with professionals and all levels.  Clear writing & speech	Able to produce new ideas and suggest improvements
<b>FLEXIBILITY &amp; ATTITUDE</b>	<b>Flexible, co-operative &amp; accountable Reliable and trustworthy Accepts constructive criticism</b>	Committed to helping brain-injured people & families.

# HOW TO APPLY

A. Please submit a full **CV** detailing education and employment to date and supporting statement (maximum 2 sides of A4)

OR

B. Please fully complete and return the Headway **Application Form**

**NOTE:** In your supporting information pages you should clearly outline your suitability/experience for the role against the criteria provided in the Job Description and person specification. Please include your interest and motivation in applying for this position.

Please send your application to [personnel@headway-bs.org.uk](mailto:personnel@headway-bs.org.uk)

**If you would like to have an informal conversation about this opportunity you can contact our Personnel Department on 0121 457 7541 (option 5), Monday – Friday, 9am – 3pm**

## RECRUITMENT TIMETABLE

**Closing date for applications:**

Dates: Tuesday 5<sup>th</sup> November 2024

**Candidates informed of outcome:**

Dates: Within 3 weeks

**Interviews:**

Dates: To be confirmed

- New starters have a 6-month probationary period. This, together with the induction process aims to create a positive supportive working environment allowing new employees to learn key elements of their role over a reasonable timescale.
- Appointment to this post is subject to an enhanced disclosure with Criminal records Bureau.
- Appointment to this post is subject to the Charity receiving satisfactory references. Please ask your referees to respond promptly to reference requests.
- Employees are expected to undertake mandatory and statutory training related to their role.
- We positively encourage applications from all areas of the community, regardless of gender, race, faith, disability, age or sexual orientation and we encourage applications from users of mental health services. This is part of our commitment to equality and reflecting the diversity of our population and we will request that you complete our in-house monitoring.



Headway Birmingham & Solihull

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Registered Charity No 1008798 Company Reg No 2686647

Affiliated to Headway – the brain injury association. A registered charity