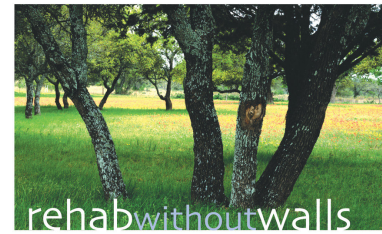


# **REHAB WITHOUT WALLS**

## **CASE MANAGER**



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### **Job Purpose**

- To manage individual clients in order to promote independence, maximise quality of life and reduce risk within agreed costs.

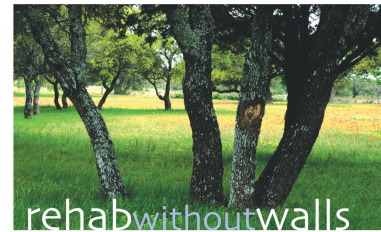
### **Key Responsibilities**

- To conduct a risk assessment and where appropriate produce a risk management plan to demonstrate a minimum level of risk to the client and to all people who interact with, and work with, the client.
- To assess the client's needs and develop individual rehabilitation plans appropriate to the client's needs.
- To produce and implement proposals and recommendations for intervention which also provide costs to instructing parties, in order to gain agreement to progress a structured and timely client rehabilitation plan.
- To develop and prioritise clients' goal plans to ensure appropriate treatment/action is timetabled.
- To research, identify and engage relevant specialists/people and monitor progress to ensure the quality and effectiveness of rehabilitation plan goals.
- To manage and support the client's engagement in day-to-day activities to ensure rehabilitation plan goals are met.
- To liaise with all concerned parties, train in brain injury where appropriate, and review progress against rehabilitation plan goals to ensure timely progress.
- To monitor actual costs against proposal costs to ensure work is within budget.
- To provide and submit accurate and timely activity summaries and time sheets to enable timely billing.
- To support the Brain Injury Consultant & Regional Case Manager in induction and training for Case Managers to ensure team building and an efficient and quality service delivery.

# **REHAB WITHOUT WALLS**

## **CASE MANAGER**

### **SKILLS & EXPERIENCE**



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### **Qualifications & Experience**

- Relevant professional qualification (ie. social work, occupational therapy, nursing, physiotherapy)
- Minimum 2 years post qualification experience in profession, which includes demonstrated experience in disability/brain injury.
- Driving Licence with no more than 3 points.
- Acceptable standard of “home office”
- Clean CRB check at enhanced level.
- Registration with relevant professional body.

### **Technical Skills/Knowledge**

- Risk Assessment
- Needs Assessment
- Goal Planning
- Treatment Plan Implementation
- Knowledge of RWW Standards, Policies and Procedures
- Meetings Management
- Community based Rehabilitation Knowledge
- Residential, Rehabilitation and Long Term Care Knowledge
- Working Knowledge of other appropriate professions
- Budget Management

- Presentation Skills
- Computer Literacy
- Report/Letter Writing Skills

### **Non Technical Skills/Knowledge**

- Self Motivation
- Planning & Organising
- Time Management/Prioritisation
- Judgement & Decision Making
- Problem Solving
- Delegation
- Communication Skills: listening, interpersonal & email
- Persuading & Influencing Skills
- Flexibility/Adaptability
- Tenacity/Resilience