



Job Description and Person Specification

Job Title:	Community Rehabilitation Assistant	Reporting To (Name):	Please choose one of Team Leader/Local Service Manager/Community Service Manager
Date:	June 2026	Location:	Nation-wide

Summary

Acquired Brain Injury Ireland (ABI Ireland) is the country's leading provider of community-based neuro-rehabilitation services for people living with an acquired brain injury. Each year we support hundreds of individuals and families, working across Ireland to deliver specialist rehabilitation, influence policy, and raise awareness of brain health. Our mission is to passionately serve and empower people impacted by brain injury through personalised rehabilitation and relentless advocacy. Every day we work with survivors of brain injury in their homes and communities, in our Clubhouses and residencies, helping them to work towards achieving their personal goals and maximising their independence.

The role of the Community Rehabilitation Assistant is to support and assist people with an acquired brain injury on every aspect of activities of daily living to live valued lives of optimal independence and participation in activities within the community.

With a person-centred approach, you will assist each individual to plan and direct their lives, meet the needs identified in their individual rehabilitation plan and support outcomes that are meaningful to the person in conjunction with their overall needs, integrating more fully into the community and achieving their potential.

Our Community Rehabilitation Assistants are highly trained specialists and a crucial part of our team. They work with brain injury survivors on a day-to-day basis, providing the guidance and support they need to achieve their own goals. They are expert communicators with hands-on experience of the impacts of brain injury for the person and their families.

Each of our Community Rehabilitation Assistants is supported by a clinical and management team. They are constantly building their skills and undergoing ongoing training to ensure they can respond to the needs of those they support. Because every brain injury is unique, our Community Rehabilitation Assistants have many different roles and responsibilities

Key Duties and Responsibilities

- Form a rapport with brain injury survivors (persons served) and maintain a positive, constructive, and professional relationship. Facilitate and co-ordinate their daily independence within the community by working with them and their family in

- formulating Individual Rehabilitation Plans (IRPs).
- Undertake the role of Keyworker as required
- Providing support to achieve the goals set out in IRP's, together with the local clinical and management team
- Improve quality of life by developing, encouraging, and supporting the activities of daily living (including where required personal care), the learning of skills for gaining employment and leisure activities.
- Encourage family, personal and neighbourhood relationships and interactions.
- Developing strategies to maximise the ability of the person, build coping mechanisms for daily living and promote independence
- Feeding back to the clinical and management team throughout the rehabilitation journey
- Identifying any additional support needs for the person
- Helping to educate people about their brain injury
- Listening, getting to know the individual and their family and journeying with them through rehabilitation
- Advocating for people and their families
- Working with persons served to ensure they need as little support as possible into the future
- Taking part in specialised training and research in the area of brain injury and rehabilitation
- To be professional at all times, in keeping with the overall culture, philosophy and policies of ABI Ireland.
- Comply with quality standards for service provision.
- Manage and record confidential person served information and other general administration duties including petty cash log and daily clocking on the time and attendance system in line with ABI Ireland policies.
- Play a key role in Case coordination for supporting consistency in rehabilitation review meetings.
- Be proactive to promote, direct and foster a relationship with community resources thus enhancing the person's abilities and capacities. E.g., local college, social clubs, voluntary groups etc. and encourage and support person supported in using a wide range of community facilities as part of their day-to-day life.
- Inform relevant parties of any untoward accident/incident and document in line with ABI Ireland policies
- To engage in reflective practice through the supervision and the performance development processes.
- Adhere to professional standards, policies, and procedures.
- Record daily activities and write reports for reviews etc.
- Other duties as may be requested by the Manager.

Essential

- A relevant Health or Social Care qualification to a minimum of QQI level 5 standard
- Full driving licence with access to a vehicle
- A person-centred approach to supporting people with an acquired brain injury
- Excellent inter-personal and communication skills. Must be able to write and speak English to a high standard
- Good IT skills

Desirable

- Previous experience supporting people in the community
- Previous experience working with people with disabilities

Competencies

- **Communications**
 - *strong communicator with excellent interpersonal skills*
- **Person Centered & Advocacy**
 - *Support & empower individuals to identify and pursue their needs*
- **Commitment to achieving the highest level of Professional Service**
 - *demonstrates a commitment to highest standards of quality service and outcomes.*
- **Using own initiative & Judgement**
 - *Identifies service gaps and ways of improving processes and services*
- **Impact & Outcomes Focused**
 - *Focus resources to achieve your outcomes and assist others to set and achieve their outcomes*
- **Planning, Organising and Prioritising** - *works to optimise outputs*

Key Performance Indicators (KPI's) / Outcomes

- Develop excellent working relationships with persons served their families, colleagues and community members
- Create and implement IRP's that deliver positive outcomes for people according to their wishes.
- Ensure the person served right to privacy and choices are respected.
- Ensure the need for confidentiality when possessing knowledge of a private and personal nature about person served and their families.
- At all times work within the Health and Safety guidelines of the ABI Ireland.
- Take personal responsibility for participating in mandatory training to ensure safe practices.
- Ensure person served safety as far as possible.

Other Requirements

- Employment will involve travel to meet with clients in their local communities.
- Staff will be expected to support and get involved in local and national fundraising initiatives.
- The applicant should be in good physical and mental health.
- You should be available to work flexible hours that may include evening and weekend work. The hours of work may alternate between a fixed or varied roster from time to time so as to serve best the interest of the person served.
 - There may be a requirement from time to time for you to work in our other services (such as residential). Work in this service may involve working a bank holiday or sleepover shift where you may be awoken to the assist person served as required. You are required to remain on the property for the duration of the shift. Advance notice will be given of any requirement to work in another service.

What We Offer

- Salary range €31550 - €45381 DOE
- Annual salary increments – for applicable roles
- Premium pay:
 - o Double time for Sundays and Bank Holidays
 - o Set Sleepover Payment
 - o 25% Waking Night Premium
 - o Saturday shift allowance
 - o On Call Payment
- Flexible working and Work Life Balance Initiatives in Place
- 24 days annual leave per annum plus up to 3 additional days based on service
- 2 Discretionary Days Annual Leave (Good Friday and Christmas Eve)
- Access to Contributory Pension scheme following probation.
- Free Life Cover benefit (2 times gross salary tax free)
- Generous Paid Sick Leave (6 months full and 6 months half pay) based on service
- Paid Maternity Leave
- Long Service Awards
- Revenue approved mileage rates
- Comprehensive induction and training programme including specialist brain injury training
- Career Development Opportunities
- Employee Assistance Programme
- Bike to Work Scheme
- Access to Health Care Staff Credit Union

This Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post. As circumstances change it may be necessary to review the responsibilities outlined above. This will be done in consultation with the post holder.

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