Job Description and Person Specification

Job Title:	Relief Residential Rehabilitation Assistant	**Reporting To (Name):**	Please choose one of Team Leader/ Local Service Manager/ Community Services 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 Relief Residential 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 Residential 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 Residential 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 Residential Rehabilitation Assistants have many different roles and responsibilities

Key Duties and Responsibilities

- Form a therapeutic relationship and rapport with person served and maintain a positive, constructive and professional relationship. Facilitate and co-ordinate the daily

independence of person served within the service /community by working with them and their family in formulating their Individual Rehabilitation Plans (IRP).

- Assist and encourage person served to achieve their goals as identified in their IRP's.

- Assist persons' served with budgeting, money management and disability benefits where applicable in line with Organisational policy.

- Assist person served to improve their quality of life by developing, encouraging, and supporting them in the activities of daily living (including personal care), the learning of skills for gaining employment and leisure activities.

- 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 served in using a wide range of community facilities as part of their day-to-day life.

- Follow, evaluate, and monitor IRP's that are developed in collaboration with the person served, their family and the ABI Ireland clinical and service team in line with risk assessments.

- Play a key role of Case coordination for supporting consistency in rehabilitation review meetings.

- Encourage person served to develop and maintain family, personal and neighbourhood relationships and interactions.

- Encourage person served in maintaining spiritual/cultural/age identity.

- Undertake the role of Keyworker to specified persons served when assigned.

- Support person served in gaining day occupation, leisure opportunities and employment.

- To liaise with the Team Leader and/or Local Service Manager on issues affecting person served, staff and general management of the home/community environment to ensure practice standards are adhered to. To explore own practice with the Manager via the supervision and the staff appraisal process and identify options for personal development.

- Record and document daily activities, reports, and reviews via the iPlanit system

- Work as a member of a team and attend team meeting and reviews as required. Attend regular supervision and performance management sessions with the Manager / Team Leader.

- Keep any equipment operating by following operating instructions; troubleshooting breakdowns; maintaining supplies; performing preventive maintenance; calling for repairs.

- Maintain safe, secure, and healthy work environment by establishing, following, and enforcing ABI Irelands standards, policies, and procedures.

- Adhere to professional standards, policies, and procedures.

- Comply with standard precautions as part of Infection Prevention Control as outlined by the service policy and process. Maintain the cleanliness of the house environment by performing general household duties such as cleaning, to an agreed acceptable standard.

- Update job knowledge by participating in educational opportunities.

- Comply with HIQA regulation's for service provision.

- Other duties as may be requested by the Manager.

Qualifications / Experience

Essential

- A relevant Health or Social Care qualification to a minimum of QQI level 5 standard
- A full driving licence
- 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 residential care or community work experience
- Previous experience working with people with disabilities

Competencies

- **Communications**
  - *strong communicator with excellent interpersonal skills*
- **Person Cantered & 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

- Excellent working relationships within the local teams
- Employees must be aware at all times to maintain the dignity of person served, particularly in the areas of personal care.
- Ensure the person served right to privacy and choices are respected.
- An ability to manage conflict
- Enthusiastic, flexible, adaptable, diplomatic, and open to change
- Maintain the confidentiality of data and knowledge of a private and personal nature about person served and their families.
- At all times work within the Health and Safety guidelines of ABI Ireland.
- Excellent time management and organisational skills
- Be able to plan, organise and prioritise own work
- Take personal responsibility for participating in mandatory training to ensure safe practices.
- Ensure person served safety as far as possible.

Other Requirements

- Travel as required.
- The applicant should be in good physical and mental health.
- Available to work flexible hours that will include night, sleepover, 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.
  - If working a sleepover shift the person may be awoken to assist person served as required. Staff are required to remain on the property.
  - The appointee may be expected to be on-call after normal hours and to be available within reasonable time to deal with emergencies. The person appointed shall also work reasonable additional hours when directed.

Remuneration

- Salary range €31550 - €45381 - DOE
- Premium pay
  - Double time for Sundays and Bank Holidays
  - Set Sleepover Payment
  - 25% Waking Night Premium
  - Saturday shift allowance
  - On Call Payment
- Flexible working and Work Life Balance Initiatives in Place
- Competitive annual leave entitlements based on working hours
- 2 Discretionary Days Annual Leave (Good Friday and Christmas Eve)
- 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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