

## AJM Healthcare

**Role:** Rehabilitation Assistant

**Salary:** Dependant on experience

AJM Healthcare is a long-established provider of Wheelchair & Community Equipment Services to the NHS and Private Sector. We have nearly 35 years' experience in these sectors and see ourselves as market leaders and innovators in particularly integrated Wheelchair Services, helping increase independence, choice, and the very best Service User outcomes. Our team provide a genuine caring, user-centric, and holistic approach that is tailored to each individual, who's needs vary significantly.

### The role:

- To provide support and assistance to the clinical team of Occupational Therapists, Physiotherapists and Rehab Engineers
- To manage and take responsibility for a delegated caseload of services users with non-complex clinical needs, as directed by Clinical Team Lead.
- Undertaking clinical assessment, working autonomously and under supervision; appointments may take place at the Wheelchair Service clinic, at home, schools or workplaces, at hospitals or day centres.
- Organising the necessary paperwork and information gathering from notes prior to clinical assessment.
- Utilising established links with the multi-disciplinary team, and developing new liaisons
- Undertaking comprehensive assessment of service users with a variety of physical, cognitive and/or learning disabilities. Identify social and environmental issues that may impact on the final recommendations.
- Manage a stock of accessories at the depots, ready for issue on day of appointment.
- Ensure a supply of paperwork is available for issue to service users.
- Monitor the progress of purchase orders for clinical equipment, and expedite delivery where necessary.
- Prepare all equipment for therapists' appointments each day and return un-used equipment to stock.
- Update the clinical and equipment records on the database as required.
- Sharing the responsibility of ensuring electronically held data is clean, relevant and accurate.

### Who we are looking for:

- Organised, flexible and pro-active
- Confident in the use of computers with knowledge and experience of Microsoft office
- An ability to communicate sensitive information in written, and verbal form to service users, and staff.
- A basic knowledge of medical conditions you may encounter and their management, including but not exclusively, respiratory, neurological, orthopaedic, and paediatric conditions.



- Knowledge of governance issues (data protection, child protection, health & safety, vulnerable adults, human rights etc.)
- You must have held a full UK driving license for at least 3 years with, no more than 6 points and had no serious convictions.

#### **What we offer you:**

- A competitive salary commensurate with qualifications and experience.
- Company pension contributions.
- Company mobile phone and laptop.
- Industry specific awareness training.
- Free on-site parking.
- 30 days holiday inclusive of bank holidays and a day off for your birthday.
- A chance to work with a growing, public sector linked business, with an opportunity to enhance your own career over time.
- Full training is provided with further opportunities to move in the company for the right candidate.

**This position is working in a regulated environment and will therefore be subject to an enhanced DBS disclosure check. Cost will be covered by the Company.**

#### **Proud Member of the Disability Confident Employer Scheme.**

*AJM Healthcare is an equal opportunities employer who does not discriminate based on race, gender, religion, marital status, age, physical or mental disabilities, medical condition. AJM will generally offer an interview to any applicant that declares they have a disability and meets the minimum criteria for the job as defined by the employer. Please note, during certain high volume recruitment times, AJM may wish to limit the overall number of interviews offered to both disabled people and non-disabled people.*

