

Job description

Job title:	Stroke Recovery Coordinator Ref: S215
Salary:	£19,197.57 to £21,021.40 per annum
Grade:	D
Hours per week:	30
Fixed Term:	6 months with possibility of extension
Location:	South Sefton
Accountable to:	Regional Management Team
Accountable for:	Volunteers

Our Vision

We want a world where there are fewer strokes and all those touched by stroke get the help they need.

Introduction

The Stroke Association is the leading UK stroke charity. We have been leading the fight against stroke for over 20 years. We influence and campaign to improve stroke care and support people to make the best possible recovery. We fund world-class research to develop new treatments and ways to prevent the devastation of stroke. Breakthroughs in treatment have halved the number of people dying from stroke in the UK but it is still the second biggest killer in the world. That is why we are involved in projects across the globe.

Stroke is one of the greatest health challenges of our time with approximately one stroke happening every three and a half minutes in the UK. One in four strokes is fatal within the first year and it is the most common cause of 'complex' adult disability. Over a third of the UK's 1.2 million stroke survivors are left dependent on others for everyday activities. The incidence of stroke is rising significantly among people of working age, and also affects more than 400 children each year.

To realise a world where there are fewer strokes and all those touched by stroke get the help they need, we work with integrity, demonstrating our values as one combined passionate, innovative, respectful and professional team within the Stroke Association.

Together we can conquer stroke.

Directorate

The Life After Stroke Services Directorate in the North of England covers the area from the Scottish border to Northamptonshire and Herefordshire. This area is broken down into four large regions.

- North West
- North East and North Yorkshire
- Yorkshire and East Midlands
- West Midlands and Leicestershire

We are responsible for the effective delivery of services commissioned by health and social care in these areas. We provide a range of services which support people in their early days after stroke and into recovery and the longer term. We also provide support through the Stroke Association's own network of voluntary groups and through stroke clubs affiliated to us.

Working with other key stakeholders, we act to support stroke survivors and their carers and families, seeking to ensure people are able to access the help they need when they need it most during their recovery from stroke.

We also seek to raise public awareness of stroke, campaigning and educating people about its impact and how to reduce their individual risk of stroke. We reach out to the communities we support ensuring they have access to the information they need to make informed choices.

We work collaboratively with other internal directorates and also external bodies to ensure the best use of the resources available to the charity in carrying out our vision and mission.

Join us and help to achieve a world free of stroke.

Purpose of role

To provide a support service for stroke survivors and their families, intervening as soon as possible after stroke to give information and emotional support, thereby enabling stroke survivors and family carers to cope with the practical and emotional problems of disability. Avoiding breakdown within the family and optimising quality of life for both the stroke survivor and their family.

The service also provides support aimed at maximising communication skills and re-building the confidence of people with communication difficulties following a stroke. Working with the Speech and Language Therapy Service within Blackpool, the coordinator will provide communication workshop blocks over an agreed period.

The service will operate within an agreed area using an open referral system.

Key tasks of role

1. To be responsible for visiting clients in their own homes and hospital, offering information, emotional and communication support where required.
2. To work with stroke survivors and families to realise their needs and goals, to plan, implement and evaluate support given on a continuous basis, recognising and responding to signs of acute emotional distress (for example, depression, abuse and relationship problems) and referring onto other agencies, where appropriate.

3. To play a key role within the multi-disciplinary team by acting as an advocate to influence decision-making on the care plans for the person with the stroke and their family.
4. To offer supplementary advice and information on primary and secondary prevention to people with stroke and/or transient ischaemic attack (TIA), and their families.
5. To initiate and run support groups for stroke survivors and carers where needed, forming part of their longer term support. This includes groups specifically for stroke survivors with residual communication difficulties post stroke.
6. To recruit, manage and train volunteers.
7. To forge a good working relationship with other local community services in order to facilitate joint working and referral on where appropriate.
8. To keep accurate and up to date confidential records and reports and to provide routine monitoring information as required.
9. To ensure that safe banking of monies in accordance with the Stroke Association's cash handling procedures.
10. To attend all meetings, conferences and training programmes as requested and agreed by the Director of Services, North West.
11. To support with the recruitment, supervision and training of clerical staff.
12. To have knowledge and understanding of benefits relevant to stroke survivors and their families. Assessing and processing the Stroke Association's welfare grants.
13. To respond to requests from health and social service professionals for specialist stroke information and input.
14. To work in co-operation with the Fundraising Department in order to maximise income generation opportunities for the Stroke Association.
15. To market the work of the Stroke Association in collaboration with all departments.
16. To ensure the implementation of all policies and procedures and quality standards as required by purchasers and defined by the Stroke Association.
17. To keep up to date with new developments and ideas and to be flexible in service delivery.
18. To develop a good working relationship with local Stroke Clubs and groups.

Other tasks and requirements

1. To undertake any other duties commensurate with the purpose and remit of the post.
2. To encourage people to support the Stroke Association.
3. To embrace our corporate values, mission and vision in everything we do.
4. To be willing to travel during the course of your duties with possible overnight stays away from home.
5. To follow the Stroke Association's Health and Safety policy and procedure to ensure that we work in a safe environment.

Person specification

Education	Essential / Desirable
Good level of education with qualification passes in English and Maths or relevant demonstrable industry experience	Essential
Willingness to undertake training and continuing professional development	Essential
Experience	
Experience of dealing with health professionals	Essential
Experience of working in the caring profession	Desirable
Experience of disability and working with people directly affected by stroke and their carers	Desirable
Experience of organising appropriate community based activity, particularly related to people with disabilities	Desirable
Experience in recruiting, training and supporting volunteers	Desirable
Experience of setting up or supporting groups	Desirable
Abilities and competencies	
Ability to use a range of IT products	Essential
Ability to recognise problems and seek relevant and appropriate advice	Essential
Ability to set realistic goals for own self and people directly affected by stroke	Essential
Ability to work without direct supervision and demonstrate initiative	Essential
Ability to form and maintain professional relationships with both internal and external staff including local community services	Essential
Ability and preparedness to travel and drive	Essential
Ability to work collaboratively as part of a team	Essential
Other requirements	
Understanding of the issues facing people directly affected by stroke in specific relation to communication	Desirable

problems	
To be committed to the principles of equal opportunities and diversity	Essential
Ability to demonstrate an understanding and commitment to our corporate values	Essential
To have an understanding of Stroke	Essential
To undertake a DBS check prior to starting your employment	Essential
Basic counselling or listening skills	Essential
Knowledge of health and safety as it applies to community activity / groups	Essential
Flexible approach to working hours and arrangements	Essential
Good interpersonal and communication skills including telephone manners	Essential
Administrative skills including record keeping and writing reports	Essential

This information will be used as part of the shortlisting process.