



Job Description & Person Specification

Post title: **Rehabilitation Officer for the Visually Impaired (ROVI)**

Responsible to: Senior Rehabilitation Officer

Hours: Full or Part-time available

Salary: £29,023 per annum, pro rata for part-time hours

PURPOSE OF JOB:

1. To provide specialist assessment of needs for people with a visual impairment or dual sensory impairment. (On occasion, this may include working 1:1 with 17-18 year olds and a full DBS check is required.)
2. To support those assessed with independent living skills, communication and mobility.
3. To provide appropriate support and training to formal and informal carers in rehabilitative working.
4. To actively promote the wider-work of Sight Support Derbyshire and to assist in the development of all services.

KEY TASKS:

1. To provide specialist assessment of the needs of people with a visual or dual sensory impairment:
 - a. Undertake a thorough assessment of needs following client referral.
 - b. Work with colleagues from other disciplines where necessary (e.g. hearing loss) to ensure all needs are assessed.
 - c. Ensure that where appropriate a low vision assessment has taken place and appropriate equipment is available.
 - d. Provide the assessment at a time and place most mutually convenient to the service user and assessor whilst always trying to be as flexible as possible for the service user.
 - e. Ensure that assessments are carried out in an appropriate place to meet the rehabilitation needs of the service user.
 - f. Ensure all agreed documentation is undertaken regarding the assessment.
 - g. Ensure the assessment is of the type and quality to form the basis of rehabilitation training and support.
 - h. Liaise with SSD Rehab Support Workers on suitable cases.

2. Provide the appropriate rehabilitative training and support to those assessed:
 - a. To teach indoor mobility and/or orientation, using a range of methods that is appropriate to the needs and preferences of the service user.
 - b. To teach outdoor mobility and/or orientation. This will range from orientation around the outside of a person's own home to total independent travel.
 - c. To teach/enable the service user to assess locations for social and leisure purposes. This may involve risk assessment and negotiation with the "host" as to how best to support the person.
 - d. To support (as far as is possible) the return to work of all those who wish to be engaged in employment whether paid or voluntary.
 - e. To teach the use of aids, gadgets and I.T. equipment that will aid the service user's life.
 - f. Providing life/independent living skills training at a place and time that is conducive to enabling the service user be as independent as possible.
 - g. Provide communication training either through direct teaching or referral to an appropriate body.
 - h. Undertake any training /support requirements which will enable the service user to live the life of their choosing.
3. Provide appropriate training to formal and informal carers in rehabilitative working:
 - a. Provide information, advice and guidance to formal and informal carers.
 - b. Provide group training sessions on methods of rehabilitation work that the recipients can utilise in their own setting.
 - c. Signpost carers to appropriate support groups.
 - d. Provide individual training where appropriate to carers.
 - e. Work together with the carer and the service user wherever possible.
 - f. Always respect the service user's wishes with regard to the carers training. Account must be taken of the possibility of eroding the independence of the service user.
4. To actively promote the wider work of Sight Support Derbyshire and to assist in the development of all services.
 - a. Attend wider organisational events as agreed with your line manager, promoting rehabilitation services, other services offered by SSD and organisational fundraising work.
 - b. Contribute to the wider development of the organisation.

General

- a) Ensure that the organisation's equal opportunities policies are adhered to.
- b) Comply with SSD's Health & Safety Policies at all times.
- c) Undertake any duties which can reasonably be required as part of your employment with SSD.
- d) Ensure that your presentation and conduct is such that you present a good image of SSD at all times.

PERSON SPECIFICATION:

ATTRIBUTES	ESSENTIAL/DESIRABLE
MANAGEMENT SKILLS	<p>E - Able to develop clear plans and communicate these to service users and other staff.</p> <p>D – Able to delegate tasks to other staff where appropriate.</p>
JOB/TECHNICAL & KNOWLEDGE SKILLS	<p>E – Recognised rehabilitation work qualification (or currently working towards it)</p> <p>E - Proven experience of performing rehabilitation assessments with visually impaired people and providing mobility, communication and daily living skills training.</p> <p>E – Working knowledge of good practice relating to safeguarding.</p> <p>E- Able to deliver training / advice sessions to individuals or groups of service users, carers and other organisations.</p> <p>E – Knowledge of Health and Safety legislation including lone worker policies.</p> <p>E – Able to travel and work in all areas of Derbyshire.</p> <p>D – Good knowledge of other related agencies.</p>
ADMINISTRATION & ORGANISATION SKILLS	<p>E– Strong personal organisation/time management.</p> <p>E – Able to work to a schedule.</p> <p>E – Proven track record of maintaining & updating personal records for clients.</p> <p>E- Able to record service management statistics.</p> <p>E – I.T literate</p>
CHARACTER, STYLE PHYSICAL ISSUES ATTITUDE	<p>E – Able to deal sensitively with people.</p> <p>E – Open minded to all cultures & ways of life.</p> <p>E – Work on own initiative.</p> <p>E – Exercise discretion and confidentiality.</p> <p>E – Calm approach.</p> <p>E – Team player.</p> <p>E- Flexible (outlook, work hours, work location).</p>
COMMUNICATION SKILLS	<p>E- Able to implement programmes in partnership with other agencies.</p> <p>E – Good personal presentation skills.</p> <p>E – Good oral / written communication skills.</p>

REPORTS

No other staff report to this post, but will liaise and delegate to Rehab Support Workers as appropriate.

LEVELS OF AUTHORITY

No direct budget responsibility/ no authority to commit expenditure without prior approval.

KEY TERMS OF EMPLOYMENT

HOURS	TBC hours per week.
HOLIDAYS	25 days + bank holidays pro rata, (after 2 years' service 1 additional days holiday will be given for each full year of service completed, up to a maximum of 30 days per year + bank holidays pro rata).
SALARY	£29,023 per annum, pro rata for part time hours
PENSION	5% employer contribution with a minimum 3% employee contribution, following 6-month probation period (Auto Enrolment levels during probation).
NOTICE	8 weeks (following successful 6-month probationary period).
CONTRACT TERM	Permanent on completion of successful 6-month probationary period.