



## **Job Description & Person Specification**

Post title:	<b>Vision Rehabilitation Specialist</b>
Responsible to:	Operational Services Manager
Hours:	Part time, hours negotiable
Salary:	<b>£35,510 per annum, FTE (pro rata for part-time hours) £18.21 per hour</b>
Base:	Chesterfield, Derbyshire

### **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 people with independent living skills, communication, and mobility.
3. To provide appropriate support and training to formal and informal carers in rehabilitative working.
4. To support Sight Support Derbyshire's Rehabilitation Support Workers.
5. To support information events for visually impaired people
6. Collect and produce information for monitoring of services, using digital and technology tools to accurately record information.
7. 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. Prioritise all referrals received.
  - b. Undertake a thorough assessment of needs following client referral.
  - c. Work with colleagues from other disciplines where necessary (e.g. hearing loss) to ensure all needs are assessed.

- d. Ensure that where appropriate, a low vision assessment has taken place and appropriate equipment is available.
- e. Provide the assessment at a time and place most mutually convenient whilst being as flexible as possible for the person we are supporting.
- f. Ensure that assessments are carried out in an appropriate place to meet the rehabilitation needs of the person.
- g. Ensure all agreed documentation is undertaken regarding the assessment.
- h. Ensure the assessment is of the type and quality to form the basis of rehabilitation training and support.
- i. Liaise with Sight Support Derbyshire Rehabilitation Support Workers as needed.

**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 person.
- 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 person 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 digital and I.T. equipment that will aid the persons life.
- f. Providing life/independent living skills training to enabling the person to be as independent as possible.
- g. Provide communication training either through direct teaching or referral to an appropriate body.

**3. Provide appropriate training and support 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. Work together with the carer and the supported person wherever possible.

**4. To support and mentor Rehabilitation Support Workers (RSW) in your area:**

- a. Provide a professional point of contact for RSW's, giving rehabilitation advice and guidance as needed.
- b. Work with Vision Rehabilitation Specialist colleagues and the Operational Services Manager to organise operations meetings, and deliver in-house training for RSW's (and other operational staff) as needed.

**5. To support information events for visually impaired people**

- a. Attend and record information events as required. Including liaising with exhibitors, room set up etc.
- b. Register all attendees and ensure any follow up actions are taken (liaising with the information events administrator as required).
- c. Refer on to relevant internal and external services.

**6. Collect and produce information for monitoring of services, using digital and I.T. solutions to accurately record information.**

- a. Collect data and monitor services so Sight Support Derbyshire is able to produce outcome information.
- b. Keep electronic records on the Sight Support Derbyshire database.
- c. Prepare 'personal stories' with people we support, and other materials required for monitoring and reporting purposes.
- d. Ensure that all Sight Support Derbyshire data, in whatever format, is recorded and stored in line with Sight Support Derbyshire policy

**7. 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 Sight Support Derbyshire and organisational fundraising work.
- b. Contribute to the wider development of the organisation.

**General**

- a. Ensure that Sight Support Derbyshire Equal Opportunities policies are adhered to.
- b. Always Comply with Sight Support Derbyshire Health & Safety Policies.

- c. Undertake any duties which can reasonably be required as part of your employment with Sight Support Derbyshire and are commensurate with this level of post.
- d. Ensure that you behave in a professional manner and always present a good image of Sight Support Derbyshire.

**PERSON SPECIFICATION:**

ATTRIBUTES	ESSENTIAL/DESIRABLE
MANAGEMENT SKILLS	<p>E - Able to develop clear plans and communicate these to people we support and colleagues.</p> <p>E - Able to delegate tasks to other colleagues where appropriate.</p> <p>E – Able to prioritise workload</p> <p>E- Negotiating Skills</p> <p>D – People/line management skills</p>
JOB/TECHNICAL & KNOWLEDGE SKILLS	<p>E – Recognised rehabilitation work qualification</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 people we support, 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 – Detailed and accurate record keeping</p> <p>E - Able to gather &amp; record service information</p> <p>E – I.T. literate, able to use Microsoft packages</p>
CHARACTER, STYLE PHYSICAL ISSUES ATTITUDE	<p>E – Able to deal sensitively with people.</p> <p>E – Open minded to all cultures and 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> <p>E – Good telephone skills</p>

## REPORTS

None.

## 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	<b>£35,510 per annum, FTE (pro rata for part-time hours) £18.21 per hour</b>
PENSION	4% employer contribution with a minimum 4% employee contribution.
NOTICE	8 weeks (following successful 6-month probationary period).
CONTRACT TERM	Permanent on completion of successful 6-month probationary period.