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| **Department** | **Department of People** |
| **Job Title** | **Rehabilitation Officer - Visual Impairment** |
| **Grade** | **Grade H** |
| **Primary Purpose of Job** | To provide specialist input and an effective rehabilitation service to individuals with a visual or dual sensory impairment, including specialist assessment of need and provision of equipment, adaptations, support and rehabilitation training. |
| **Reporting To** | Team Manager |
| **Staffing**  **Responsibilities** | Ensuring the Department offers safe and effective client centred care for individuals with a visual or dual sensory impairment. |

**Main Duties**

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| **1**  **2**  **3**  **4** | To complete specialist assessment of need with individuals with a visual or dual sensory impairment and their carers.  To produce person centred support plans according to identified need that promote independence and informed decision making. Support plans will include provision of equipment, rehabilitation training, and formal support where relevant.  To provide specialist advise and support to service users, carers and care providers on the nature, impact and management of visual impairment offering formalised training where appropriate  To identify, assess, manage and minimise risk to and on behalf of individuals with a visual impairment when undertaking rehabilitation or mobility awareness training. To assess, minimise and mange risk to self, colleagues and the public. |
| **5** | To review support plans in line with department policy and contribute to reviews conducted by colleagues/other agencies where appropriate. |
| **6** | To work in line with current legislation including the Care Act 2014 and Health and Safety legislation, ensuring this is integral to any support plan and when assessing for and managing risk. |
| **7** | To provide advice, guidance and training in group settings both within and outside the service area. To ensure individuals and their carers/staff are appropriately trained to use any prescribed equipment. |
| **8** | To keep up to date with developments in Information Technology and recognise its potential in enabling individuals to maintain their independence and safety. |
| **9** | To develop good working relationships with other teams and professionals, including local and national organisations, to ensure integrated working and a seamless service for individuals with a visual impairment. |
| **10** | To maintain up to date and accurate records of all interventions with individuals according to departmental policy and procedures. |
| **11**  **12** | To ensure individuals with a Certificate of Visual Impairment (CVI) are screened appropriately and the CVI register is kept up to date as per the Care Act  To be involved in public awareness events and to take an active role in promoting/developing the service to the public and relevant professionals and agencies. |
| **13**  **14** | To research demand for and develop/facilitate special interest groups, according to need and assist individuals wishing to set up self-help groups.  To identify gaps in service and potential service developments and bring them to the attention of the service manager. |
| **15** | To research, order, audit and maintain the stock of specialist equipment and assistive technology. |
| **16** | To advise on methods for making services more accessible to individuals with a visual or dual sensory impairment and to ensure that they are informed of their rights in line with current legislation. |
| **17** | To work closely with other members of the sensory service, relevant groups, agencies and equipment providers to offer a seamless service to individuals with a visual impairment. |
| **18** | To manage and be accountable for, with supervision and managerial support, your own practice within the organisation including maintaining professional development. |
| **19**  **20** | To adhere to policy, procedures and best practice and ensure adults are kept safe by contributing to safeguarding processes.  To supervise, mentor and support student Rehabilitation Officers on placement where appropriate. |
| **21** | To have a knowledge of specialist communication including but not limited to print, Braille, Moon, audio description, ICT, telephones, Deafblind manual and block alphabet. |

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| **Date Job Description prepared/updated:** | **17th June 2019** |
| **Job Description prepared by:** | **Julie Upton** |



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| **Department: Department of People** | | | | | |
| **Job Title: Rehabilitation Officer – Visual Impairment** | | | | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | |
| 1. | The ability to use a variety of communication methods with individuals who are blind and partially sighted. | | | | Application/Interview |
| 2. | Knowledge of the causes, effects and implications of visual impairment and the issues faced by people with a dual sensory impairment. | | | | Application/Interview |
| 3. | Knowledge of developments in the field of visual impairment, including medical treatments, equipment, assistive technology and relevant legislation. | | | | Application/Interview |
| 4. | Ability to assess individuals’ needs and devise support plans making recommendations regarding appropriate techniques, services, technology and equipment. | | | | Interview |
| 5. | Ability to identify, assess and manage risk to individuals and their carers whilst balancing their rights and responsibilities. | | | | Interview |
| 6. | Ability to plan, implement, evaluate and review rehabilitative services aimed at maximising and maintaining independence, safety, dignity and choice. | | | | Application/Interview |
| 7. | Ability to manage caseloads autonomously using time management, prioritising and decision-making skills and the use of professional managerial supervision to improve your practice. | | | | Interview |
| 8. | To be able to maintain accurate, complete, accessible and up-to-date records and reports which meet legal and policy frameworks, using appropriate Information Technology, systems and software. | | | | Interview |
| 9. | An ability to work in conjunction with other professionals towards achieving joint goals and continuous service improvement. | | | | Application/Interview |
| 10. | Ability to deliver training in visual impairment awareness and demonstrate using equipment and assistive technology. | | | | Interview |
| 11. | Ability to review and update your own knowledge of legal, policy and procedural frameworks in relation to visual impairment to develop and improve your own practice and contribute to team development. | | | | Application/Interview |
| 12. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | |  |
| **2. Experience/Qualifications/Training etc** | | | | | |
| 1. | | Qualification in Rehabilitation work with Visually Impaired people – Honours Degree or Dip H. E. Foundation Degree in Rehabilitation studies (visual impairment) or equivalent. | | Application / Interview | |
| 2. | | Experience of delivering rehabilitation training such as mobility, communication, daily living skills and recommending/issuing specialist equipment. | | Application / Interview | |
| **3. Work Related Circumstances** | | | | | |
| 1. | | A policy of no smoking will apply. | | Application / Interview | |
| 2. | | There may be an occasional need to work outside the normal office hours of 9.00 – 5.00. | | Application / Interview | |
| 3. | | A strict confidentiality policy applies. | | Application / Interview | |
| 4. | | This post has been designated an essential car user post. Applicants must hold a full, current and valid driving licence and a vehicle with a current valid MOT certificate. There must also be adequate vehicle insurance cover to comply with the council’s requirements, in line with the Travel Costs Reimbursement Policy | | Application / Interview | |
| 5. | | This post is subject to [an enhanced / a standard] disclosure from the Disclosure & Barring Service | | Application / Interview | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. | Two years’ experience of working in the field of visual impairment. | | Application / Interview |
| 2. | Experience of working with people with dual sensory impairment | | Application / Interview |

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| **Date Person Specification prepared/updated:** | 17th June 2019 |
| **Person Specification prepared by:** | Julie Upton |



**These core competencies are considered essential for all roles within Bolton Council. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.