Job Description

**Job Title:** Rehabilitation Officer- Specialist in Assistive Technology

**Location:** Based in Old Trafford plus travel to our community hubs

**Hours per Week:** 35 hours per week

**Salary:** £25,734.80 per year, £14.14 per hour

**Band:** H

**Contract Length:** Permanent

**Annual Leave:** 25 days holiday plus 10 days statutory Holidays

**Reports to:** Community Development Manager - Digital

**DBS Check:** Enhanced Check

**JOB SUMMARY**

Through a holistic assessment and bespoke training pathway you will use assistive technology to enable people with sight loss and other disabilities to live independently in their homes and communities and achieve their goals.

Taking an innovative approach to service delivery you will challenge and apply traditional rehabilitation methods, integrating and implementing assistive technology solutions to support engagement in a range of tasks such as reading, communicating with family and friends and independent navigation.

You will be a champion of the use of assistive technology as a solution to some of the challenges presented by sight loss and research emerging technology, incorporating this into our knowledge and resources where appropriate.

You will take a key role in the ongoing development of the service, identifying areas for improvement and implementing agreed changes with the support of your line manager.

**KEY RESPONSIBILITIES**

* To provide a low vision support and enablement service with a technological focus.
* To provide individuals with a comprehensive assistive technology assessment and formulate a bespoke personal plan based on the skills, needs and aspirations of the individual service user.
* To recommend appropriate products to assist with or complete chosen tasks and deliver training in the use of these devices to people living with sight loss and other long term conditions through a unique and innovative pathway.
* To generate operational fee based income through demonstrating products, making direct referrals to suppliers and delivering training on products purchased.
* To design and create appropriate course material and other resources such as basic use guides to enable self-supported learning and be shared on our online Knowledge Village.
* To continually identify, assess and evaluate the equipment available on the specialist and mainstream markets, identifying appropriate new technology to incorporate into our knowledge base and product range.
* To maintain an up to date and comprehensive knowledge of existing technology, using this knowledge to provide accurate information, advice and guidance to service users and also to contribute to our online Knowledge Village
* To be responsible for transporting and setting-up various hardware and software solutions across our community hubs and other venues, for the purposes of delivering assessments and training and/or group demonstrations.

• To provide support to a cohort of assistive technology staff and volunteers.

• To ensure databases and other records are accurately maintained and effectively reflect the work of the service for monitoring and evaluation purposes.

• To record and report on agreed key performance indicators and maintaining accurate records through our Client Management System.

• Any other duties as required by the line manager commensurate with the post.

**GENERAL**

• Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.

• Take responsibility for your own personal and professional development, including CPD

where appropriate.

• Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.

• Offer a flexible approach to working hours to meet the needs of the organisation.

• Represent Henshaws in professional manner at all times, contributing to marketing and recruitment activities for Henshaws Society as required.

• The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.

• Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures.

• Any other duty as required by the line manager commensurate with the post.

Person Specification

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications

that meet all of the essential criteria, we will then use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist.

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|  | **Criteria** | **Essential or**  **Desirable** | **How Identified** *Application form / Interview / Selection test / copy of certificates.* |
| **Skills and**  **Experience** | Experience of conducting assessments and making evidence based recommendations. | Essential | Application form  Interview |
|  | Experience of providing support, guidance and training in using assistive technology. | Essential | Application form  Interview |
|  | Excellent communication skills, both verbal and written | Essential | Application form  Interview |
|  | Ability to create reports to communicate a range of objectives and information with a diverse audience | Essential | Application form  Interview |
|  | Experience of building effective relationships with internal and external contacts | Essential | Application form  Interview |
|  | Ability to work flexibly and adapt to the needs and requirements of the service users. | Essential | Application form  Interview |
|  | IT literate with a working knowledge of MS office in particular Word, Excel and Outlook | Essential | Application form |
|  | Experience of working as an effective member of a team | Essential | Application form  Interview |
|  | Experience of working and communicating with students with visual impairments, learning difficulties and/or other  disabilities | Desirable | Application form  Interview |
|  | Experience of instructing small groups of students, or other relevant groups | Desirable | Application form  Interview |

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|  | Experience of planning or delivering activity sessions for children or adults | Desirable | Application form  Interview |
|  | Experience of working in a health, social care or education environment | Desirable | Application form  Interview |
|  | Project Management or Service Development experience | Desirable | Application form  Interview |
| **General & Specialist Knowledge** | Experience in working with hardware (smartphones, tablets, computers etc.) and software in various platforms (including Windows,  iOS, and Android). | Essential | Application form  Interview |
|  | Special interest in Assistive  Technology with prior experience and/or training. | Desirable | Application form  Interview |
| **Education**  **& Training** | Level 2 qualification in Maths and  English (i.e. GCSE grade A\*-C) | Essential | Application form  Copy of certificate |
|  | Level 4 or above Qualification in a relevant specialist area | Essential | Application form  Copy of certificate |
|  | Teaching qualification or willing to take an appropriate teaching qualification (if not already achieved) | Essential | Application form  Copy of certificate |
| **Special Requirement** | Access to a vehicle to travel for business purposes | Essential | Application form  Copy of license |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability.**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including bar- ring lists for Adult and/or child barring services.**

**Henshaws is committed to equal opportunities and positively welcomes applications from all sections of the community.**