

## **JOB DESCRIPTION & PERSON SPECIFICATION**

<b>Group:</b>	COMMUNITY AND CHILDREN'S SERVICES
<b>Division:</b>	Adult Short Term Intervention
<b>Section:</b>	Prevention & Early Intervention
<b>Sub Section:</b>	Sensory Services
<b>Post Title:</b>	Rehabilitation Officer for people with a visual impairment
<b>Vision Post Number:</b>	127
<b>Grade:</b>	Grade 10
<b>Responsible to:</b>	Team Manager
<b>Posts Reporting to this Post:</b>	None
<b>Team:</b>	Sensory Services
<b>DBS Required Level:</b>	Enhanced including Barred List
<b>Location:</b>	Ty Elai, Dinas Isaf East, Williamstown
<b>Date of Description:</b>	May 2019

### **KEY OBJECTIVES**

- **To promote the safety and independence of adults and children with sight loss in the community**
- **To enable visually impaired people to function independently through a range of solutions**

## **SPECIFIC RESPONSIBILITY**

- To undertake specialist assessments of visually impaired adults and children in the community and in care settings
- To plan, deliver and evaluate individual rehabilitation programmes following a specialist assessment
- To consider the impact of sight loss on the individual and their family and provide emotional support
- To carry out a functional low vision assessment which informs the rehabilitation programme
- Informed consideration of an individual's eye condition and prognosis
- To advise on the use of residual vision, low vision aids, lighting and colour contrast
- Teach Independent Living Skills
- Teach Communication Skills
- Indoor and outdoor mobility training, including sighted guide
- To prescribe and order equipment following the assessment and ensure the service user is able to use equipment safely and independently
- To involve the Rehabilitation Assistant in the delivery of rehabilitation programmes in appropriate cases
- To undertake the registration of severely sight impaired (blind) and sight impaired (partially sighted) people
- To identify other areas of concern and refer on to other teams and agencies
- To be proactive in working collaboratively with Care Managers and staff in other teams in appropriate cases
- To work in partnership with the Hospital Eye Service, Optometrists and the Third Sector
- To devise and deliver awareness raising training programmes for staff in the Division and other agencies
- To participate in developmental work under the direction of the Team Manager and Service Manager



- To ensure that written records are maintained within the Policies and Procedures of the Division

To carry out health and safety responsibilities in accordance with the Division's Health & Safety Responsibilities document.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

**THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.**

**Protecting Children and Vulnerable Adults is a core responsibility of all staff. All safeguarding concerns should be reported to the Cwm Taf Multi-Agency Safeguarding Hub (MASH).**

## PERSON SPECIFICATION

This Person Specification sets out the knowledge and/ or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/ Qualifications and Experience** sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

ATTRIBUTE	ESSENTIAL	DESIRABLE
<b>KNOWLEDGE / EDUCATION</b>	<p><b>Diploma in Rehabilitation Studies (Visual Impairment) or recognised predecessor equivalent.</b></p> <p><b>Welsh Language Level 1 - All employees will be required to undertake a basic Welsh Language Induction to reach this level. Please refer to The Welsh Language Skills Guidance online <a href="http://www.rctcbc.gov.uk/WelshSkills">www.rctcbc.gov.uk/WelshSkills</a></b></p>	<p><b>Guide Communicator with Deafblind people</b></p> <p><b>NVQ Level 3 in Health and Social Care</b></p> <p><b>Welsh Language Level 2 – 5 (for details on the levels please refer to the welsh Language Skills Guidelines, which can be found in the Welsh Services section of the RCT Council Website</b></p>
<b>EXPERIENCE</b>	<p>Experience of working with visually impaired people in the community in the statutory or voluntary sector</p>	<p>Experience of undertaking the registration of blind and partially sighted people</p>
COMPETENCIES		
<b>Working with Partners</b>	<p><b>Actively identifies partners and community networks that can be used for the benefit of the service user</b></p> <p>Is respectful of boundaries but tries to break down barriers to co-operation</p>	

<b>Working with Team Members</b>	<p>Recognises that all members of the team have different skills and experiences that can be drawn on</p> <p><b>Contributes to a strong team spirit of shared responsibility and co-operation</b></p>
Communicating Effectively	<p>Genuinely listens to others' views, openly considering what they are saying</p> <p>Produces clear, accurate and up-to-date reports and records</p>
<b>Looking after the Service User's Best Interest</b>	<p><b>Listens to the views of the service user, and includes those involved with the service users, to define the best ways forward</b></p> <p>Is able to analyse, summarise and record the situation for / with the service user effectively taking into account potential barriers</p>
Earning Service Users' Trust	<p>Respects Service Users' individuality, feelings and beliefs, their rights to privacy and to make choices</p> <p>Maintains clear professional boundaries whilst demonstrating a clear understanding of the Service Users' issues</p>
<b>Working with Change</b>	<p>Has creative and different ideas about how to move things forward in service areas</p> <p><b>Makes changes and ideas a reality, and helps to make them work</b></p>
<b>Achieving Results</b>	<p>Is positive and creative about what can be achieved with existing resources/budgets</p> <p><b>Is flexible, can switch tasks / roles / priorities to deal with new demands, changes or new information</b></p>
Encouraging Professional Development	<p>Continually actively reviews their own development, identifying opportunities to progress</p> <p>Participates in regular reviews and supervisions to identify goals and areas for development</p>
<b>SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS</b>	<p>Must be able to travel independently throughout the County Borough</p>