

JOB DESCRIPTION

Job Title	Visual Impairment Rehabilitation Officer
Department	Adult Social Care
Section or Service	Sensory Service
Grade	Grade E

DESIGNATION:

Responsible to:	OT Complex and Sensory Team Manager
Employees directly supervised (if applicable):	N/A
Family Tree	
Head of Service -> OT Complex and Sensory Team Manager -> Visual Impairment Rehabilitation Officer	

1. JOB PURPOSE:

To provide a professional Rehabilitation service to people with a wide range of adults with sensory needs.

2. DESCRIPTION OF DUTIES:

- Responsible for initial assessment visits for new referrals where appropriate, or reviewing previously known service users, to assess their day-to-day needs. In co-operation with individual service users help to develop independent living skills around personal and domestic needs
- Provide a professional rehabilitation service to people with visual loss, of all ages. This may involve work with an individual or family unit
- Where appropriate, carry out joint visits/assessments as part of a multi-disciplinary group, and contribute to joint decision-making. Provide advice and information in order to promote an accessible environment for visually impaired people in a variety of settings, including residential properties, council buildings and other public venues
- Complete assessments for people who are Deaf or Hard of Hearing or Deafblind and work in collaboration with other agencies to undertake joint assessments, meet mobility needs and promote access to information
- Responsible for co-ordinating and chairing network meetings in respect of individual service users as indicated
- Work in co-operation with a range of statutory and voluntary organisations and informal networks within the user's community
- Be involved in the development of provision for low vision services, identify and establish appropriate service provision for people with low vision and offer advice and information on LVS to service users and a range of professionals
- Responsible for ordering equipment in respect of visually impaired service users, based on the rehabilitation workers' assessment of needs. To work within the allocated budget and keep the Team Manager informed of any difficulties around purchasing
- Participate in team and service developments
- Maintain records and be conversant with the Department's IT systems
- Be conversant with relevant legislation, departmental standards and procedures, to have a working knowledge of the Care Act, Safeguarding and the Mental

Capacity Act.

- Work according to local and national policies and in the context of people being supported to have more choice and control
- Participate in regular one to one supervisory meetings and inform the relevant manager of all matters of an urgent or complex nature
- Maintain users' records, up-date regularly, and work within the Borough's procedures for management and confidentiality of files
- Undertake training such a mental capacity and safeguarding training as identified in conjunction with the manager and to disseminate information and share knowledge with the team
- Contribute to special projects eg working groups and development groups, as agreed with the team manager
- Ensure all service users are enabled to maximise their capability as a result of our service input by referral to other visual related services, or by sourcing information or signposting and in relation to visual input.
- Carry out appropriate training e.g. sighted guide techniques, safety techniques and orientation techniques. To liaise with Guide Dog Training Centres to assess and assist service users' suitability of obtaining a Guide Dog
- Give advice regarding communication such as Braille, moon and typing or arrange appropriate sessional tuition from outside agencies with the agreement of the Team Manager
- Be involved in work with people who have a dual sensory loss and work in collaboration with other agencies to undertake joint assessments, meet mobility needs and promote access to information
- Carry out the responsibilities of the job with due regard to equal opportunities, confidentiality and departmental standards
- All staff are expected to carry out their job in compliance with the Council's Constitution. This means being familiar with the policies and procedures relevant to the job and asking for information and advice if you are unsure of the correct course of action. The Council's Constitution is published on the Internet.

The duties and responsibilities outlined in this job profile are indicative of the role; however, they are not exhaustive and may be subject to change. In addition, you will be required to undertake other reasonable duties as directed by your manager.

SELECTION CRITERIA/PERSON SPECIFICATION

Job Title:	Rehabilitation Officer Visual Impairment
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Conditions to Note:

Candidates:

When completing your application form, please address your answers directly to each of the selection criteria below. This enables the panel to assess your ability to meet each criterion. It is essential that you give at least one example of your ability to meet each of the four Values and Behaviours: Putting Communities First, Respect, Integrity and Working Together.

Recruiting Managers:

The following values and behaviours are essential criteria in each post and must be addressed directly by candidates. The Guidance Notes on values and behaviours for managers give example questions to probe candidates in the interview and application stages of the recruitment process.

Values & Behaviours

The Royal Borough of Kensington and Chelsea has identified four key behaviours and values that should be demonstrated by all council employees. Successful candidates will show the ability to meet these behaviours.

A	Equal Opportunities Demonstrate an understanding of and commitment to Council policies in relation to Equal Opportunity, Customer Care and service delivery, and the ability to implement these policies in the workplace.
B	Qualifications Essential: Must hold the Diploma in Higher Education (DipHe) in Rehabilitation Studies or FDS Sc Rehabilitation work (Visual Impairment) or equivalent.

C	Skills; Experience and Attitude Essential: • Must have experience in working with people with a vision impairment and deaf and hard of hearing service users • Ability to undertake comprehensive assessments of adults with sensory impairments, identifying strengths, needs, risks and rehabilitation goals • Strong rehabilitation and independent living skills training abilities, including personal care, daily living activities, orientation and mobility support • Ability to communicate effectively with people with visual impairment, hearing impairment, deafblind and other complex communication needs • Ability to work collaboratively within multi-disciplinary teams and contribute to joint assessments and decision-making • Strong organisational skills, including managing a caseload, prioritising work and meeting deadlines. • Ability to coordinate and chair meetings including service users, families and professionals • Competence in managing accurate records, reports and assessments using electronic case management systems • Ability to provide advice and guidance on accessibility, assistive technology, equipment and environmental adaptations • Ability to work independently while recognising when specialist advice or management support is required
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	Our Values & Behaviours
D	PUTTING COMMUNITIES FIRST • We put local people at the heart of decision making in everything we do. • We seek to include and involve: all voices matter. • We provide quality services that are responsive, effective and efficient. The following examples are indicators of effective behaviour: • I actively involve and include the communities that I serve in my work. • I shall reflect the views of the communities in my daily work. • I shall improve the service I provide through seeking feedback from others. Our residents will feel that: • I have been included • I can see how my views have been taken into account • I can see improvements and developments based on my input
E	RESPECT

	• We listen to everyone and value the personal experiences of people in our communities and of each other. • We adopt a fair, and involving approach regardless of any way in which an individual is different to us. The following examples are indicators of effective behaviour: • I adapt my approach to take account of all differences and cultures in the community and with colleagues. • I ensure I am equitable and fair by including those who are quiet or may not be able to represent themselves. • I communicate in a way that is respectful, encourages involvement and meets people's needs. Our residents will feel that: • I feel my culture and background are respected. • I have confidence that action is being taken. • I feel I am being treated fairly.
F	INTEGRITY • We act with openness, honesty, compassion, responsibility and humility. • We let people know what we are doing and communicate why and how decisions have been made. The following examples are indicators of effective behaviour: • I demonstrate empathy in my interactions with others. • I am honest and transparent about the decisions I take. • I follow through on the actions I say I will take and take ownership for communicating the outcome. Our residents will feel that: • I am told when something is not possible and the reasons why are explained to me. • I feel my perspective is listened to and understood. • I feel my views are valued
G	WORKING TOGETHER • We work together and in partnership with everyone that has an impact on the lives of our residents. • We want to understand, learn from each other and continually adapt. The following examples are indicators of effective behaviour: • I work with others to provide an effective service for residents, local communities and other departments within the Council. • I seek ways to work with other departments to deliver a seamless service and find opportunities to improve. • I seek out opportunities to learn from my colleagues and build on good practice. Our residents will feel that: • I can get my issue resolved without being passed around departments. • I find it easy to access the services that I need. • I feel the Council is open to new ideas.