



Job Description

JOB TITLE:	Rehabilitation Officer for the Visually Impaired
LOCATION:	The Bradbury Centre, Youens Way, Liverpool L14 2EP or any other site as agreed by Bradbury Fields
HOURS OF WORK:	37 hours per week, Monday to Friday
SALARY:	£32,938 Contributory pension scheme
HOLIDAYS:	25 days (Increasing to 30 days after 5 years' service)
REPORTING TO:	Rehabilitation Services Manager

Equality and Diversity Statement:

Bradbury Fields is an equal opportunities organisation. It is committed to promoting equal opportunities and preventing discrimination. This applies both to service delivery and to its own employment practices. You will be willing and able to demonstrate commitment to Bradbury Fields' Equality and Diversity Policy.

Job Purpose:

- To provide a rehabilitation service to individuals, families, carers, groups and communities within the framework of legislation and Bradbury Fields policies and procedures. The service may take the form of short-term or planned longer-term interaction, and will involve, where appropriate, liaison, consultation and joint working with other Bradbury Fields staff and/or other agencies.

Main Responsibilities:

- To be responsible for assessing/reviewing the needs, capabilities and aspirations of service users, their families, and carers, and carrying out statutory and agency responsibilities.

Job Activities:

- Carry out assessment of user needs, prepare programmes of rehabilitation in consultation with the service user, and others if appropriate, providing the following:
 - Demonstrating aids for daily living
 - Teaching independent living skills
 - Teaching communications skills and / or refer on as appropriate
 - Teaching indoor and outdoor mobility
 - Carry out or refer on for low vision as appropriate
 - Counsel in relation to loss of vision and or refer on for counselling as appropriate
- To be aware of relevant Health and Safety regulations and implement policies as required.
- To respect the confidential nature of the work.
- To maintain an effective recording of tasks undertaken in accordance with the systems, policies and practices advocated and adopted by Bradbury Fields.
- Any other duties as designated by management.
- Liaise and network with a range of organisations and individuals.
- Manage new projects as appropriate.

The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.

Performance Management:

- To manage your own performance and be responsible for in accordance with the mission and values of Bradbury Fields, striving for continuous improvements, openness and honesty, supporting local decision making and team working.
- To achieve the agreed performance targets detailed in the contract and organisational business plan and contribute to performance appraisal activities.
- To produce monthly performance information for use by the Service Manager.
- To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance.
- To manage risk, promote risk awareness and prioritise work in light of the risk analysis.
- To actively commit to Bradbury Fields equality and diversity policy that promotes fairness and equality and celebrates diversity, in dealing with colleagues, volunteers and service users.
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PERSON SPECIFICATION

ESSENTIAL:

The person appointed to this role will have the following qualifications and abilities:

1. A recognised professional qualification: Foundation Degree (FdSc) in Rehabilitation Work (Visual Impairment), Diploma (DipHE) in Rehabilitation Work (Visual Impairment), Mobility and Technical Officer or equivalent.
2. Be registered with or be willing to register with Rehabilitation Workers Professional Network (RWPN).
3. Knowledge of the needs of blind and partially sighted people.
4. Experience of dealing with service users face to face, over the telephone or in writing.

5. An understanding of and commitment to equal opportunities.

Bradbury Fields is an equal opportunities employer. If the successful applicant for this position is visually impaired or disabled, alternative arrangements to cover driving and clerical duties can be made.

6. The ability to compile reports.

7. The ability to deal with information in a confidential manner.

8. The ability to manage new projects.

9. Experience of working with Microsoft office and spreadsheets.

10. Possess strong organisational skills.

11. Communicate effectively.

12. The ability to keep daily timesheets on the service provided.

13. Willingness and ability to sometimes work out of usual office hours.

14. Display a mature personality with excellent inter-personal skills, tact, diplomacy, flexibility, patience and a sense of humour.

15. Ability to show empathy for others and their individual needs.

16. Ability to use initiative and good judgement when this is required.

17. Ability to use assertiveness as a component of effective and non-aggressive communication.

18. An understanding of, and respect for the service user's right to privacy and confidentiality at all times (both during and outside of working hours).

19. Ability to take responsibility in an emergency.

20. Have access to a vehicle

Confidentiality:

Working within this service, you may gain knowledge of confidential matters which may include personal and medical information about clients and staff. Such information must be considered strictly confidential and must not be discussed or disclosed without prior authority. Failure to observe this confidentiality could lead to disciplinary action being taken against you.

Health and Safety:

In accordance with the Health and Safety at Work Act 1974 and other supplementary legislation, you are required to take reasonable care to avoid injury during the course of work and co-operate with Bradbury Fields, in meeting statutory regulations. You are also required:-

- To attend statutory training as required to fulfil your duties.
- To comply with safety instructions and Bradbury Fields' policies and procedures.
- To use in a proper safe manner the equipment and facilities provided.
- To refrain from willful misuse of, or interference with, anything provided in the interest of health and safety and any action, which might endanger yourself and others.
- To report as soon as practical any hazards and defects to your senior manager.
- To report as soon as practical accidents and untoward incidents and to ensure that accident forms are completed.
- To follow Liverpool Safeguarding Adults protocols.

Agency Policies:

All employees are required to implement and follow Bradbury Fields' policies and procedures and to undergo any training associated with them.

Probationary Period:

All appointments are subject to a six-month probationary period.