



# **Bradbury Fields services for blind and partially sighted people**

<b>JOB TITLE:</b>	Lifestyle and Rehabilitation Assistant
<b>LOCATION:</b>	The Centre for Independent Living (CIL), 11 Brickfields, Huyton L36 6HY or any other site as agreed by Bradbury Fields
<b>REPORTING TO:</b>	<b>Senior ROVI</b>
<b>Hours:</b>	30 hours per Week
<b>Salary:</b>	£19,656 (FTE £24242.40) Contributory pension scheme
<b>Duration:</b>	Permanent
<b>Holidays:</b>	25 days per annum pro – rata (increasing to 30 days after 5 years)

## **Equality and Diversity Statement**

Bradbury Fields is an equal opportunities organisation. It is committed to promoting equal opportunities, preventing discrimination, and embracing and valuing diversity. 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 DESCRIPTION:**

## 1. PRIMARY FUNCTIONS

To offer support, training and improve the skills of blind and partially sighted service users.

## 2. DUTIES

Involve offering a wide range of home-based/centre-based support to blind and partially sighted service users, including: -

- a) Assessments to produce individual care plans to provide opportunities to exercise personal choice and development.
- b) Arranging visits to service users and or covering centre-based sessions as appropriate.
- c) Communication – to ensure blind and partially sighted service users are able to access written and other communications using a range of different formats / methods. This may include the use of technology.
- d) To provide training and support in the use of assistive technology, including mainstream technology (such as Alexa and Google). This will also include the use of accessibility features within personal devices (such as phones, tablets and laptops).
- e) Assessing for appropriate basic equipment, to aid independence, and instruction in the use of this equipment.
- f) Support and deliver a range of activities to develop independent living skills to include, marking of domestic appliances, and personal equipment throughout the home to enable independent use of these items.
- g) Supporting the Rehabilitation Officers with equipment delivery and reviews.
- h) To support the delivery of services in the areas of lifestyle, health and wellbeing. This may include supporting with, or signposting to, activities within our “Be Active” and “Active Vision” offer.
- i) Provide basic training related to sight loss to local businesses or community groups to support better community integration.
- j) To attend team meetings relating to the management and efficient running of the service.
- k) To be aware of relevant Health and Safety regulations, and all organisational policies.

- l) To respect the confidential nature of all work carried out in accordance with GDPR guidance.
- m) To maintain effective and timely recording of tasks undertaken and service user feedback in accordance with the systems, policies and practices advocated and adopted by Bradbury Fields.
- n) Any other duties deemed appropriate by Bradbury Fields.

## **PERSON SPECIFICATION:**

### **ESSENTIAL:**

1. Qualifications in English and Maths to a minimum of GCSE grade C (or equivalent).
2. Experience of dealing with service users face to face and over the telephone.
3. The ability to undertake assessments and compile reports.
4. Demonstrate ability to prioritise and manage a case load.
5. Ability to use Microsoft programmes such as Word, Outlook and Excel, and a variety of digital platforms such as Zoom and Teams.
6. A working knowledge of mainstream technology such as Google, Alexa etc.
7. The ability to deal with information in a confident manner.
8. Be able to demonstrate a commitment to team working, throughout the organisation.
9. A willingness to undertake training as required.
10. An ability to work with a can-do approach to service delivery.
11. Ability to work flexibly.

### **DESIRABLE:**

1. Qualification in social care NVQ level 2 or equivalent.
2. Experience working in a social care setting whether in a paid or voluntary role.
3. Experience of working with and an understanding of the needs of people who are blind, partially sighted or those who have a dual sensory impairment.
4. Knowledge of specialist technologies suitable for people with a visual impairment.
5. Understanding of health and safety, Safeguarding and equality and diversity implications on our service delivery.
6. Trained in or experience of providing First Aid.

### **EQUAL OPPORTUNITIES:**

1. An understanding of and commitment to equalities and 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.

### **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 consent and 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 wilful 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 Knowsley 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 Periods**

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