**OUTLINE JOB DESCRIPTION – MANUAL WORKERS**

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| **JOB TITLE: Support Worker – Visual Impairment** |  | **SECTION:** |
| **DEPARTMENT:** |  | **LOCATION:** |

This document has been prepared in a joint exercise between Management and Trade Union representatives.

It has been agreed as a reasonable record of the duties and responsibilities of the job described. It is recognised that broad headings have been used and assumes that the usual associated tasks and routines are included.

1. **PRIME OBJECTIVES OF THE JOB:**

To provide support and assistance to enable the Rehabilitation Officer (RO) to carry out their duties in accordance with their contract in particular.

1. **SKILLS:**

The ability to communicate effectively including good written communication skills.

The ability to establish good working relationships with professionals, service users and their carers and with people from a range of social, cultural and ethnical backgrounds.

The ability to work in a supportive capacity without talking over the role of the Lead Officer.

1. **RESPONSIBILITY FOR PEOPLE:**

No direct line management responsibilities but may be required to provide advice and guidance to new starters or temporary staff assigned to the team.

1. **RESPONSIBILITY FOR RESOURCES:**

Basic responsibility for equipment.

To ensure vehicle is registered for business purposes.

1. **SUPERVISORY RESPONSIBILITIES:**

No direct supervisory responsibilities

1. **INITIATIVE:**

To be able to work on own initiative

1. **MENTAL EFFORT:**

Processing of paperwork related to the role of the worker.

Use of computer programmes.

1. **PHYSICAL EFFORT:**

Driving around, carry of equipment (weight limit)

Required to have a certain level of fitness as there will be a certain amount of walking.

1. **WORKING CONDITIONS:**

Working away from base

Required to work in varied environments, including service users homes and city centre environments.

Likely to be out in varied weather conditions.

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| **10. SUMMARY OF MAIN TASKS:** | **% TIME / WEEK** |
| **RANGE OF DUTIES:**   1. To accompany the Lead Officer on visits to service users homes in connection with work and to accompany to meetings within the Bradford Metropolitan District and other areas as necessary. 2. To act as a sighted guide in unfamiliar indoor, outdoor or cluttered environments as required. 3. During the Lead Officer’s contact with service users, their families and other groups, to use observational skills in order to relay relevant visual information, including interpretation of non-verbal communication, information about the environment, potential hazards and evidence of any injuries such as bruising or burn marks to the service user. 4. To assist the Lead Officer with implementing rehabilitation programmes for Daily Living Skills and Mobility and Orientation Training e.g. to assist with marking appliances under the guidance of the RO and to ensure the client is using the techniques recommended by the RO. To assist the RO with mobility and orientation route planning e.g. finding the appropriate bus stop and particular landmarks, buildings etc. To make the RO aware of any potential hazards to himself and/or the service user during training sessions. 5. To appropriately communicate any concerns to the Lead Officer regarding any possible Child and Adult Protection issues. 6. To assist the Lead Officer with the completion of forms and other documents as appropriate. 7. To read written material as necessary including hand written material and case notes for/to the Lead Officer. 8. To have access to a vehicle in order to assist the Lead Officer to undertake home visits and where necessary, to transport the Lead Officer and the service user in accordance with the Lead Officer role. 9. To establish positive professional working relationships and boundaries with the Lead Officer’s colleagues and service users. 10. To actively participate in supervision and appraisal. 11. Adherence to Council policies and procedures with regard to confidentiality and the Council’s code of conduct, actively promoting equality and diversity.   To undertake relevant training in order to improve their own performance, knowledge and skills. |  |

1. **OTHER DUTIES AND CONDITIONS:**

The deployment of hours and time off relating to the support workers role, including any annual leave entitlements should be agreed with the Lead Officer/s with support from the Line Manager.

As this post may require the working of some unsocial hours e.g. evenings, flexibility is a requirement of the job.

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|  | **OFFICIAL USE ONLY** | |
| **LINE MANAGER: ………………………………………** | **Compiled By** | **Assessment** |
| **DATE: …………………………………………………...** |
| **TRADE UNION REPRESENTATIVE:** | **Date of Issue** | **Job Grade**  MW Grade 3  SCP 6 |
| **……………………………………………………………..** |
| **DATE: …………………………………………………...** |