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| **Group:** |  |
| **Section:** | Community Care |
| **Sub Section:** | Sensory Services Team |
| **Post Title:** | Rehabilitation Assistant |
| **Vision Post Number:** | 128 |
| **Grade:** | SCP: 19 - 27 |
| **Responsible to:** | Team Manager |
| **Location:** | Town Hall, De Winton Street, Tonypandy.  Moving to Taff Ely Principal Office, Courthouse Street, Pontypridd in 2009 |
| **Date of Description:** | 8th June 2009 |

## Job Description & Person SPECIFICATION

**Key Objectives**

* **To provide a variety of services to people with sensory impairment in their own homes which promote safety and independence**
* **To support the work of the specialist workers in the Sensory Services Team**

# SPECIFIC RESPONSIBILITY

1. To undertake specialist assessments of people with hearing impairment in the community and in care settings
2. To deliver and install environmental equipment to hard of hearing people in their own homes
3. Ensure the equipment is in working order prior to installation
4. Ensure service users are able to use the equipment safely and independently
5. Respond to queries in relation to faulty equipment
6. Arrange for equipment to be repaired or provide replacement equipment to ensure needs are met
7. To support other members of staff with equipment installation and trouble shoot unsuccessful installations
8. To undertake specialist assessment of people with visual impairments in appropriate cases
9. To work closely with Rehabilitation Officers (Visual Impairment) to support rehabilitation programmes in the community
10. To participate in the delivery of rehabilitation programmes in appropriate cases, reinforcing skills taught by the Rehabilitation Officers
11. To undertake the registration of severely sight impaired (blind) and sight impaired (partially sighted) people in appropriate cases
12. To identify needs which must be referred on to Rehabilitation Officers
13. To manage the administration, delivery and installation of the British Wireless for the Blind Fund equipment and RNIB Talking Book service
14. To deliver, install and demonstrate relevant equipment to visually impaired people and ensure they can use it safely and independently
15. To liaise and negotiate with a range of staff at Vision Products to ensure deliveries and installations run smoothly
16. To manage the satellite store of equipment at the team base
17. To identify other areas of concern and refer to other teams and agencies
18. To work in partnership with other relevant agencies
19. Providing support to groups of people with sensory impairment in the community
20. To ensure that written and computerised records are maintained within the policies and procedures of the Division
21. To carry out Health and Safety responsibilities in accordance with the Division's Health and Safety Responsibilities document
22. To undertake such other duties and responsibilities commensurate with the grade as may be reasonably required by the Service Director

**This job description will be reviewed periodically and is subject to amendment in the light of operational experience.**

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.

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| ATTRIBUTE | ESSENTIAL | **DESIRABLE** |
| KNOWLEDGE /EDUCATION | Understanding of the work of the Community Care Division  An understanding of the importance of promoting independence for service users | NVQ Level 3 in Care  CACDP Signature Level 2  BSL Level 1  Understanding of the function of the Sensory Services Team |
| EXPERIENCE | Experience of working in a social care environment  Experience of working with older people | Experience of working with people with sensory impairment |
| **COMPETENCIES** |  | |
| 1. Focusing on our Communities | Is consistently helpful with customers  Listens carefully and learns about customer needs | |
| 1. Delivering Results | Has a "can do" attitude and shows initiative in overcoming problems and difficulties  Is committed to ensuring work is completed to a high standard and is flexible to meet deadlines | |
| 1. Promoting Diversity | Respects all people and their differences, including their values and beliefs  Recognises that different people have different requirements and treat them fairly on the basis of need | |
| 1. Contributing to and Promoting Change | Remains open minded to alternative ideas and different ways of working  Demonstrates flexibility and a willingness to work differently | |
| 1. Influencing and Negotiating | Looks for the best possible (win - win) outcomes  Understands and respects the views of others | |
| 1. Problem Solving and Decision Making | Identifies different options for solving each problem  Takes action at the right time  Chooses the best solution available in each situation in line with relevant council policies | |
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| SPECIAL CONDITIONS AND PROFESSIONAL REQUIREMENTS | Must be able to travel throughout the whole of the County Borough | |