# Job description & person specification

## Summary

**Job Title:** Rehabilitation Officer Visual Impairment

**Responsible to:** Project Lead

**Salary:** The salary is competitive; however, there is flexibility for the right candidate. A £5,000 relocation package is available.

**Hours:** Full time, 35 hours per week (part-time considered).

**Location:** West Lothian (hybrid role). A community base will be allocated in due course. However, this post will have allocated days each week that require home working.

**Head Office:** 2 Queen’s Crescent, Glasgow, G4 9BW.

**Contract:** Fixed term for two years (with potential for contract extension)

## Job description

The role of Rehabilitation Officer Visual Impairment (ROVI) has three main aims:

1. To identify, deliver and evaluate professional rehabilitation interventions to visually impaired adults to enhance their skills and confidence and maximise their independence.
2. To assess and provide support plans to help people at risk from harm, or becoming dependent on others, due to their sight loss.
3. To act as an advocate for visually impaired people and the organisation and to promote accessible services; equality; social integration and understanding of the impact of sight loss.

### Specific Duties & Responsibilities

Visibility Scotland provides West Lothian Rehabilitation Services on behalf of West Lothian Health and Social Care Partnership.

**Assessment**

To undertake specialist visual impairment assessments with the visually impaired person to identify their needs and aspirations and to promote independent living.

**Rehabilitation and service provision**

To plan, implement, evaluate and review rehabilitative services to the visually impaired person, aimed at maximising and maintaining independence, safety, dignity and choice. Rehabilitation may include, but not be restricted to:

* Daily Living Skills – to provide Daily Living Skills training; this includes the teaching of new skills or adapted practice for all aspects of daily living, home management, employment and leisure
* Communication Skills – to provide communication training; this includes all forms of access to communication, including, but not limited to: print, Braille, Moon, audio description, ICT, telephones, Deafblind manual and block alphabet
* Mobility Training – to develop planned programmes of training to develop independence in indoor and outdoor mobility environments, including training in: guiding skills, pre-cane, long cane, orientation (including specialist equipment) and route planning techniques
* Low Vision - to provide low vision training/therapy in coordination with local NHS low vision services that helps individuals make the best use of functional vision, magnifiers, lighting and other low vision aids
* To work with visually impaired adults who have additional complex needs, such as: dual sensory loss, learning, physical and mental health disabilities
* To liaise with all other specialist workers, creating a multi-disciplinary team approach
* To distribute and manage a digital technology lending library, offering the people of West Lothian the opportunity to try accessible smart devices free of charge
* To work within a safeguarding framework to identify, manage and, where possible, reduce risk to visually impaired people, family, carers, communities, self and colleagues
* To understand the psychological aspects of sight loss and provide emotional support as part of the rehabilitation process to the individual, their family and carers
* To work closely with the Patient Support Team based at The Princess Alexandra Eye Pavilion
* To signpost and/or refer individuals to partners in: local authority, health service, education service, welfare and employment services, voluntary sector and other community services
* To support visually impaired people to represent their culture, needs, views and circumstances, where appropriate

### Other key duties and responsibilities

* To carry out risk assessments where appropriate and be aware of your duties regarding health and safety
* To ensure that all communications – both internal and external – adhere to Visibility Scotland’s best practice on accessibility
* To become familiar with Visibility Scotland services, establishing good, productive, team-working relationships with all colleagues
* To make effective use of training opportunities made available through Visibility Scotland and other organisations
* To work within all policies of Visibility Scotland
* To adhere to all aspects of our safeguarding policies
* Other relevant duties as delegated by line manager

## Personal and Professional Development

* To manage and be accountable for - with supervision and managerial support - your own practice within your organisation, including maintaining professional development
* To maintain an up-to-date knowledge and understanding of legislation (including community care legislation), statutory codes, standards, framework and guidance relevant to rehabilitation practice and related fields
* To maintain a current working knowledge of the safe use of a wide range of specialist equipment
* To maintain an up-to-date knowledge of eye conditions and treatments, and knowledge of the practical application of teaching and learning theories
* To prepare for, and participate in, regular technical and managerial supervision and annual performance appraisal
* To supervise, mentor and support student Rehabilitation Officers on placement where appropriate
* To develop and maintain links with primary and secondary care and public health services, particularly: Ophthalmology, Optometry practices, and GP practices

## Person specification

### Table of essential and desirable criteria

| **Specification** | **Essential** | **Desirable** |
| --- | --- | --- |
| Honours Degree or Dip. H. E./Foundation Degree in Rehabilitation Studies (Visual Impairment) or equivalent. | Y |  |
| Understanding of visual impairment and specialist strategies and support | Y |  |
| Understanding of current research around visual impairment  |  | Y |
| Evidence of continued professional development | Y |  |
| Creativity and innovative service delivery when providing assessment and training | Y |  |
| Knowledge on assistive technology and accessible features on hand held devices |  | Y |
| Ability to work collaboratively with a wide range of external stakeholders including members, volunteers and the public | Y |  |
| Highly organised and able to work on own initiative | Y |  |
| Proven experience with current versions of Microsoft Office (inc: Word, PowerPoint, and Excel), email (Outlook) and other relevant computer systems | Y |  |
| Confident in using Social Media  |  | Y |
| A confident public speaker |  | Y |

# End of Document

| Visibility Scotland is the trading name of GWSSB (formerly Glasgow and West of Scotland Society for the Blind). GWSSB is a company registered in Scotland, limited by guarantee with its registered office at 2 Queen’s Crescent, Glasgow, being a recognised Scottish Charity. Registered number SC116522. Scottish Charity Number SC009738. |
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