

Job Profile

Position Details	
Post	Rehabilitation Officer
Service Area	Adults & Health/Adult Social Services/Independence & Access/Assessment Service
Reports to	Team Manager
Grade	PO1
Job Family	To be completed by HR

Role Purpose
<p>To be responsible for 'Rehabilitation Programmes' for adults and young people who have a visual impairment and dual sensory impairments, to enable to develop their full potential for independent living in the community. This will include ensuring that appropriate assessment of need is undertaken, planning, carrying out 'Rehabilitation Programmes' and monitoring and reviewing these in line with Adult Social Care Policies.</p> <ol style="list-style-type: none"> 1. To identify, deliver and evaluate professional rehabilitation interventions to visually impaired people to enhance their skills and confidence to 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 a professional lead within Adult Social Care and partner agencies to help promote accessible services; equality; social integration and understanding of the impact of sight loss. 4. To act in line with the Haringey values; Human, Ambitious, Accountable and Professional

Main Responsibilities
<ol style="list-style-type: none"> 1. To work with clients encouraging optimum levels of independence within the cline community. The Rehabilitation Officer will give appropriate advice to clients, their families and carers; school staff and others working with the child on the basis of a thorough assessment of their functional, social and emotional level taking into account prognosis, family and home situations; and the client wishes. 2. To ensure that the service you provide is responsive and sensitive to the social, cultural, linguistic and religious needs of service users in accordance with the Council's Equal Opportunities. 3. To adopt safe working practises to ensure Health and Safety procedures are followed and risk assessments are carried out in relation to activities that may prove a hazard to health and safety in terms of injury/accidents to self/others and that such assessments are routinely updated.

4. To plan, implement, evaluate and review rehabilitative services to the visually impaired/ dual sensory impaired person aimed at maximising and maintaining independence, safety, choice and wellbeing, including;
 - Daily Living Skills: to provide daily living skills training to include 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 to include all forms of access to communication including Braille, Moon, audio description, ICT, telephones, deaf blind manual, block alphabet, handwriting aids and large print
 - Mobility training: To assess for and 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 enables individuals to maximise functional vision, magnifiers, lighting and low vision aids.
5. To work with visually impaired people who have additional complex needs such as dual sensory loss, learning disabilities and physical disabilities and liaise with other specialist workers as necessary.
6. To signpost and provide advice and information guidance to visually impaired people/dual sensory impairments to partners in the local community, health serve, education, welfare and employment services, voluntary sector and community services.
7. Where appropriate to liaise with all sections of the Adult Social Care Directorate, other council Directorates and other Agencies e.g. Health and Employment.
8. To work with other statutory agencies and voluntary and private sector to facilitate an effective service delivery.
9. To assist with in-house and external training for staff involved in the provision of care for visually impaired and dual sensory impaired people.
10. To exercise responsibilities under the Health and Safety at Work Act as laid down or as may be amended from time to time by Department procedures.
11. To act at all times, in accordance with Council and Department Policy in particular with the Council's Equal Opportunities Policy.
12. To work within the Council's safeguarding and self-neglect policies, protocols and practice guidance as laid out within the Care Act
13. To undertake any other duties consistent with the basic objectives of the post as may be required from time to time by the Team Manager.
14. To comply with the requirement to maintain the confidentiality of information: this will

include details of service users, residents, clients, suppliers, contractors, staff and finances.

15. To have the ability to effectively use industry standard applications e.g. Microsoft Office etc, as well as social care record systems.

Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
Education/Qualification <ul style="list-style-type: none"> • DipHE Rehabilitation Studies – Visual Impairment or equivalent • Evidence of current registration with professional body RWPB • Identifying and assessing people who are deaf/blind 	Essential Essential Desirable
Work/Other Experience <ul style="list-style-type: none"> • Experience providing rehabilitation programmes to people with a visual impairment • Ability to undertake needs-led assessments, plan, provide and review a course of appropriate rehabilitation and teach relevant skills e.g. orientation/mobility, independent daily living and communication skills and low vision training • Ability to make assessments for specialist equipment and adaptations and to instruct clients in their use • Ability to be involved in providing visual awareness training courses for other professionals within and external to the Council. • Ability to provide a service to a diverse multi-cultural community • Ability to work as part of a team • Ability to undertake Carers' assessments 	Essential Essential Essential Essential Essential Desirable
Communication skills <ul style="list-style-type: none"> • Ability to write reports, draft letters, memos and deal with appropriate correspondence. • Ability to communicate effectively with clients, staff and liaise with external agencies, social workers etc. 	Essential Essential
Organisational skills <ul style="list-style-type: none"> • Ability to maintain client records on social care database • Ability to organise and prioritise own workload 	Essential Essential
Knowledge/Skills <ul style="list-style-type: none"> • Knowledge of people with visual impairment and physical disabilities. 	Essential

<ul style="list-style-type: none"> • Knowledge of difficulties faced by people with visual impairment who are elderly • Knowledge of a social care modal approach to work • Knowledge of promoting social inclusion for disadvantaged/vulnerable groups • Knowledge of special provisions and services available for people with a visual impairment, including welfare rights • Knowledge of the range of equipment available to aid and promote independence for people with a visual impairment. • Knowledge of the needs of clients who experience sudden loss of vision. 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
<p>Other Requirements</p> <ul style="list-style-type: none"> • Knowledge, understand and Commitment to equal opportunities • Knowledge and understanding of Health and Safety at Work • Car driver 	<p>Essential</p> <p>Essential</p> <p>Desirable</p>

Main Contacts & Other Information
<p><u>Main Contacts:</u> Pauline Walker-Mitchell Pauline.walker-mitchell@haringey.gov.uk Kerine Smith Kerine.smith@haringey.gov.uk</p> <p><u>Other Information:</u> This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.</p>

Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
x				
Are the staff based at the same work location?				N/A
Will the post holder be responsible for contract / agency / project staff?				No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	50%	Use of a computer.	Yes	50%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	Yes	50%	Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	No		Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:

N/A

Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:

N/A

Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:

N/A

Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:

N/A

Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:

Mosaic

The post holder is expected to keep accurate and up to date case records and written reports using the Mosaic system, in line with statutory and local protocols.

To ensure confidentiality on all matters relating to service users and information obtained during employment, and not to release such information to anyone else other than those acting in an authorised official capacity in accordance with the Data Protection Act and Caldicott Guidance.

Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:

N/A