

VisionPK

Job Description

Title of Post:	Trainee Rehabilitation Worker (Visual Impairment)
Grade / Salary:	Trainee: £23,390 to £24,811 (points 22-24 on VPK scale) When qualified: £30,136 to £34,504 (points 30-35 on VPK scale)
Hours:	Full time (34.5 hours)
Responsible to:	Service Manager
Location:	Perth and Kinross Sensory Hub, 174 High Street, Perth
Benefits:	Defined benefit pension scheme based on career average earnings 35 days leave (including public holidays)

Nature of post: Permanent, subject to successfully applying for Rehab training within 12 months of joining VisionPK and completing and passing the required Rehab qualification within the following two years, or as otherwise required.

Job Purpose

To undertake on the job training and a course of study leading to a recognised qualification in Rehabilitation Work (Visual Impairment).

To provide assessment and rehabilitation services to visually impaired people in order to maximise their full potential to live independently within the local community.

Key Result Areas:

1. Undertake outcome-focussed specialist assessment of needs of people with a visual impairment to encourage and facilitate maximum independence within their respective individual capabilities.
2. Develop and implement care plans in consultation with service users, their families, and carers as appropriate.
3. Train to deliver rehabilitation services including:
 - teaching of daily living skills
 - the use of residual vision and Low Vision Aids
 - orientation, mobility, and sighted guide techniques
 - demonstrating communication skills, e.g., Braille and use of information technology
4. Review and re-assess services users' needs in accordance with VisionPK policies and protocols to ensure that on-going or new requirements for support are identified and addressed in an appropriate timescale.
5. Maintain accurate and up to date case records in accordance with VisionPK policies and protocols, including those relating to data protection and confidentiality.
6. Produce periodic reports on activity data and performance metrics to assist in the overall review and monitoring of VisionPK service performance.
7. Where appropriate, assist with the development and running of information and support groups for clients, and provide advice, support and emotional support for individual service users and carers who require such assistance
8. Develop comprehensive knowledge of local resources in order that service users and carers are fully informed about the choices and

options of care and other assistance available to them and make referrals to relevant agencies.

9. Participate as appropriate in the development of VisionPK services.
10. Provide advice and support to other professionals and agencies in relation to the needs of visually impaired people.
11. To maximise and contribute to opportunities for joint working and incremental development of integrated sensory impairment services where appropriate and beneficial to service users.
12. Participate in the design and delivery of visual awareness training to community and occupational groups to increase understanding of the impact of visual impairment and how those affected can be supported by the public at large.

General Responsibilities

- To work within, and adhere to, the policies and procedures of VisionPK, and to contribute to reviewing these when appropriate.
- To undertake such duties appropriate to the level of the post as may be reasonably required to meet changing needs of the organisation.
- To adopt a flexible approach to working hours to meet the needs of service users and carers. Prepared to work a Saturday if required. (with time off in lieu)
- To support a culture of continuous improvement and equality in the provision of services.
- To manage and be accountable for, with supervision and managerial support, your own practice within the organisation, including maintaining professional development.

- To support, liaise and assist, if necessary, across the service where this is required on an exceptional basis because of unforeseen absences or extraordinary volumes of work.

VisionPK is the operating name of Perth & Kinross Society for the Blind; Registered in Scotland; Scottish Charity Number SC001152

Trainee Rehabilitation Worker- Person Specification

1. Qualifications

- 1.1 HNC in Social Care, Community Care or Equivalent
- 1.2 Relevant or significant work experience in a relevant field

2. Knowledge and Understanding

- 2.1 Essential - knowledge of hearing loss and / or visual impairment
- 2.2 General understanding of adult and child protection requirements

3. Experience – essential

- 3.1 Experience of making accurate and informed assessments in partnership with service users and their carers
- 3.2 Experience of setting priorities and managing own workload without close supervision
- 3.3 Using Microsoft 365, particularly Word and Excel, to produce own correspondence/ reports and assessments
- 3.4 Experience of working with older people
- 3.5 Experience of problem solving and finding creative solutions

4. Experience – desirable

- 4.1 Working with sensory impaired people
- 4.2 Ability to communicate with people who are deaf or hard of hearing, eg BSL
- 4.3 Working with databases

5. Skills and abilities - essential

- 5.1 Excellent written and verbal communication skills

- 5.2 Well-developed time management and organising skills
- 5.3 Very well-developed interpersonal skills and the ability to work constructively with a diverse range of people
- 5.4 Commitment to continuous personal and professional development

6. Personal qualities

- 6.1 Self-aware and aware of impact on others
- 6.2 Commitment to team working
- 6.3 Able to work in a reflective and consultative way
- 6.4 Fit with VisionPK's values of: trust; respect; empathy; being inclusive; encouraging independence, offering choice and promoting quality

7. Other

- 7.1 Commitment to undertake a Foundation Degree in Rehabilitation Work (Visual Impairment) or equivalent
- 7.2 To travel between various locations in Perth and Kinross to meet the requirements of the role and a clean driving licence and access to a car during working hours
- 7.3 This post will be subject to a PVG check at enhanced level, so membership of the PVG scheme will be required
- 7.4 Willingness to work flexibly as required (TOIL available)

Trainee Rehabilitation Worker – background information

VisionPK is a small charity based in Perth, offering services to people living in Perth and Kinross who are blind, partially sighted, Deaf and hard of hearing.

Our aim is to support the empowerment of people with a sensory impairment to take a full and fulfilling role in society and help them achieve the personal outcomes they aspire to.

We do this by providing and continuously developing a wide range of services for people with a visual and / or hearing impairment, in partnership with appropriate statutory, voluntary and business sector organisations.

Our values are trust; respect; empathy; being inclusive; encouraging independence, offering choice and promoting quality. Our strategic aims are:

- To have happy, satisfied and committed staff and volunteers, whose work and approach reflects our values.
- To promote independence for people with sensory impairments
- To increase awareness of VisionPK across Perth and Kinross.
- To improve VisionPK's financial sustainability
- To put into place systematic, evidence-based processes to monitor and evaluate our work and impact
- To ensure VPK's infrastructure, systems and processes are robust and up to date.
- To optimise our property portfolio and management
- To develop new services for people with sensory impairments

Our services and supports include:

- Rehabilitation services for visually impaired adults

- Hearing support for people who are Deaf, profoundly deaf and hard of hearing
- Equipment provision
- Information and advice
- Social activities for people with sensory impairments
- Group work and outreach

We are looking for someone to join our small team of three Rehab Workers, a Hearing Loss Support Worker, a Manager and an Admin Worker. The majority of Rehab work is focused on delivering our Rehabilitation contract in Perth and Kinross and dealing with the ongoing needs of existing clients. We also provide a duty service on specific afternoons and deliver sensory training. Depending on your experience, you will have opportunities to lead and develop groups.

You will be expected to be a team player – in terms of both our Rehab Team and our organisational team (11 staff), actively contributing to the success of our fundraising and communications team through providing case studies, quotes and news stories to raise awareness and generate referrals.

We work to the See Hear strategy and outcomes, using a series of pre and post assessment outcomes-based questions to benchmark and monitor performance. You will be expected to routinely assess and report on client outcomes.

You will be joining us at a busy time – we have just relocated to a new High Street location, where our vision is to develop a vibrant, busy Sensory Hub offering information, support and services, increasing awareness of what we can offer and helping more people. We want to involve volunteers with sensory impairments in all areas of our work. The Rehab Worker will play a key role in promoting our work to partners and linking into local initiatives.

We have a three-year sensory services contract and have taken on responsibility for the hearing loss element of our contract, previously delivered by RNID.

This is an opportunity to make a positive impact on the lives of people with sensory impairments, as well as contributing to the success of VisionPK.

To find out more, please download an application pack from our website, www.visionpk.org.uk or email /call morag.carroll@visionpk.org.uk on 01738 626969.

Closing date for applications: 5.00pm on 24th June 2022

Interview dates: Week beginning 18th July 2022

VisionPK

Terms and Conditions for Applicants (Trainee Rehab Worker)

The following terms and conditions are offered by VisionPK. Any variation to these will be detailed in your contract of employment should an offer of employment be made.

All terms and conditions are calculated pro-rata for part time or sessional staff.

The salary for the Trainee Rehab Worker post is £23,390 - £24,811 for 34.5 hours. Hours are 9.00am – 5.00pm over five days, finishing at 4.30pm one day. Occasional Saturday work may be necessary.

After successfully completing Rehab Worker training and qualification the salary will be £30,136 - £34,504

Business mileage is paid at the HMRC rate of 45p per mile.

Holiday Entitlement:

35 days annual leave including Public and Bank Holidays

Sick Pay:

In addition to Statutory Sick Pay, VisionPK offer a company sick pay scheme that increases with your length of continuous service.

Continuous Service

During first year of service

During the second year of service

Three years' service or more

Maximum payment in any rolling twelve month period

Four working weeks' full pay and eight working weeks' half pay

Eight working weeks' full pay and eight working weeks' half pay

12 working weeks' full pay and 12 working weeks' half pay

Pension:

Defined benefit pension scheme based on career average earnings

General employment policies:

VisionPK is an equal opportunities employer and we are proud of our terms and conditions. We recognise that from time to time our employees may need additional support and as such we offer a flexible and supportive working environment. This includes specific policies on matters such as paid compassionate leave, special leave, financial support for occupational training and the opportunity to negotiate flexible working arrangements.

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