# Job description & person specification

## Summary

**Job Title:** Habilitation Worker

**Responsible to:** Project Lead

**Salary:** £26,949 - £29,675

**Hours:** Full time, 35 hours per week.

This post requires evening and weekend work

**Location:** Hybrid role (working from home and Head Office)

**Head Office:** Visibility Scotland Head Office, 2 Queen’s Crescent, Glasgow.

**Contract:** Fixed term until 31 December 2023

## Job description

Reporting to the Project Lead, the Habilitation Worker will play an integral role within our innovative and dynamic Children, Young People and Families Team.

The Habilitation Worker is responsible for providing a professional, person centred and holistic habilitation service to children, young people and their families living with a visual impairment.

This service will predominantly be delivered to people living in the central belt but sometimes this role will require travel to deliver services Scotland-wide.

### Specific Duties & Responsibilities

* Deliver person-centred habilitation assessments that provide the template for progressive training. Assessments and service delivery may be delivered within the school, home or external environment.
* Work as part of a wide multi-disciplinary team, linking in with all health and social care professionals and ensuring a connected service.
* Promote the service to parents and professionals at meetings, conferences and exhibitions.
* Complete reports and lesson plans and complete accurate records of the child’s development.
* Communicate with Visibility Scotland staff and other professionals about caseloads, adopting a multidisciplinary approach to ensure the best service for children and young people.
* Follow a robust recording, evaluation and tracking system for the habilitation service.
* Provide support to volunteers involved in the project.
* Make appropriate referrals to multi- agencies, including other projects within Visibility Scotland.
* Maintain links with other habilitation and rehabilitation. professionals and keep up to date with current legislation and developments within the services.
* Work in partnership with education or other organisations, that are involved with the child or young person, to raise awareness of the issues faced and the support required to reach individual goals and aspirations.
* Provide support and input to Visibility Scotland’s Children, Young People and Families groups across the region.
* Provide support at paediatric Low Vision services.
* Assist in planning, organising and delivering of training, events and activities of the Children, Young People & Families project.
* Keep up to date with technological developments and demonstrate this to children, young people and families.
* To play an active role in the development and delivery of income generating activities.
* Providing all information in an accessible format.

### Other key duties and responsibilities

* Contribute to and lead occasional fundraising activities across the organisation.
* Contribute ideas to Visibility Scotland’s on-going development.
* Carry out risk assessments where appropriate and be aware of your duties regarding health and safety.
* 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.
* Ensure all aspects of our safeguarding policy are adhered to and followed through and that we comply with the principles of the GIRFEC framework.
* Other relevant duties as delegated by line manager.

## Person specification

### Table of essential and desirable criteria

| **Specification** | **Essential** | **Desirable** |
| --- | --- | --- |
| Diploma (or currently studying) Habilitation and Disabilities of Sight (C&YP) | Y |  |
| Practical experience of working with children, young people, families and carers | Y |  |
| Practical experience of supporting people with a visual impairment | Y |  |
| Practical experience in working with people with complex needs |  | Y |
| Understanding of cerebral visual impairment and specialist strategies and support | Y |  |
| Understanding of current policy and legislation relating to children of all ages | Y |  |
| Understanding of current research around visual impairment and children |  | 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, PowerPoint, Access and Excel packages, email systems and other relevant computer systems | Y |  |
| Confident in using Social Media |  | Y |
| A confident public speaker |  | Y |

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