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**Trainee Rehabilitation Officer (Visual Impairment):**

**Job Description & Person Specification**

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| **JOB DESCRIPTION** | |
| **Job title:** | Trainee Rehabilitation Officer (Visual Impairment)  With progression towards becoming Rehabilitation Officer (Visual Impairment) upon qualification. |
| **Location:** | Hybrid: you will work between our Visual Impairment Hub in Glenrothes (Unit H, Newark Road North) and the local community. We will also consider requests for working from home for part of the week. |
| **Duration:** | Permanent |
| **Requirements:** | The post is subject to applying to and passing the Graduate Diploma in Low Vision Rehabilitation (Glasgow Caledonian University) |
| **Salary:** | Trainee: £24,024 per annum  Upon qualification: £30,000 |
| **Benefits:** | * 28 days’ holiday + public holidays * Enrolment in the NEST pension scheme * Death in service scheme * Course and travel fees paid in full (valued at approx. £8,000) * Ongoing support from Seescape’s experienced mentor (Rehabilitation Officer) |
| **Hours of work:** | 35 hours p/week – Monday to Friday |
| **Reports to:** | Sight Support Team Leader |
| **Responsible for:** | n/a |
| **Last reviewed:** | November 2022 |

1. **CONTEXT & PURPOSE OF ROLE**

Seescape (the operational name for Fife Society for the Blind) is the leading charity provider of support services for people with a visual impairment in Fife. We aim to empower people with visual impairment to live safely, independently and achieve their personal goals.  We offer a range of services as part of a one-stop-shop approach, including information and advice, rehabilitation, assistive technology training, befriending and social groups.

We are seeking a Trainee Rehabilitation Officer (Visual Impairment) to undertake on-the-job training, while studying towards gaining a recognised qualification in Low Vision Rehabilitation.

Upon qualification, you will provide assessment and rehabilitation support to visually impaired people to empower them to maintain or regain independence. This might include supporting clients to re-learn practical day-to-day skills in the home, mobility skills to help get around in their local community, or advising on assistive aids and equipment.

1. **NATURE OF POST:**

The trainee will undertake paid on-the-job training while studying for a recognised qualification at Glasgow Caledonian University (one year part-time course). Upon qualification, you will be a fully qualified Rehabilitation Officer (Visual Impairment) within Seescape’s Sight Support Team.

Applicants will be expected to apply to and pass the Graduate Diploma in Low Vision Rehabilitation at Glasgow Caledonian University. To apply for the course, you will need an HNC or HND in Social Care, or equivalent work experience in either social care, community care, health care or a similar specialism. This is a one-year part-time course commencing on 31st January 2023. Attendance is expected to be 4 weeks in person at the University (usually spread over 2/3 days each week), and a work-based placement will be arranged at Seescape and/or another sight loss charity.

**3. ROLE PROFILE**

As a key member of our well-established Sight Support Team, you’ll work alongside our Rehabilitation Officer and Sight Support colleagues to provide person-centred support to clients across Fife. With a strong focus on empowering people with visual impairment, we’re looking for someone with a flair for motivating and supporting people, and the ability to manage a busy and wide-ranging workload. You’ll need to have experience in either social care, community care, health care or a related discipline, and a good understanding of developing and implementing care plans.

**4. MAIN DUTIES & RESPONSIBILITES**

As a Trainee Rehabilitation Officer:

* **Structured learning:** Undertake and successfully complete the Diploma in Low Vision Rehabilitation at Glasgow Caledonian University, including managing your time to enable you to complete all course and workplace requirements.
* **Independent learning:** prioritise and undertake independent academic learning activities, and proactively seek support and guidance from your mentor (our Rehabilitation Officer) and line manager (Sight Support Team Leader).
* **Workplace learning:** Regularly take part in continuous personal development and independent learning, including undertaking a work-based placement at Seescape and/or another sight loss charity.
* **Putting theory into practice:** Gradually undertaking duties at agreed levels of supervision, including creating care plans, providing sight support services, planning client reviews, and maintaining client records.
* **Performance and behaviour:** regular supervision with University tutors, your mentor and line manager to secure the skills, knowledge and experience required.

As a qualified Rehabilitation Officer:

* **Assessments:** Assess the individual needs of visually impaired clients to empower and encourage them to maximise their independence.
* **Care plans:** Co-produce care plans with clients which are tailored to their individual needs and goals. This may also involve consulting with family, carers and others where appropriate.
* **Orientation and mobility:** Plan and provide orientation and mobility training to empower clients to achieve their individual goals. To provide sighted guide training to family, carers and others working with people with visual impairment.
* **Independent living:** Plan and provide independent living skills training to clients, including teaching of daily living skills, the use of low vision aids and adaptations, and providing information and advice.
* **Communication skills:** Advise and demonstrate information technology and equipment to support with communication, and make referrals to Seescape’s Accessible Technology service where required.
* **Case reviews:** Work with the Sight Support Administrator to review and re-assess clients’ needs (in consultation with family/carers where appropriate) to ensure support requirements are appropriately identified and addressed.
* **Information and support:** To offer information, advice and emotional support to clients and family/carers where required. To offer advice and support to Seescape and other colleagues where required.
* **Maintaining case records:** Maintaining accurate and up to date case records in accordance with Seescape policies and protocols. Creating and recording case studies and client feedback where appropriate.
* **Referrals and signposting:** Make and receive referrals between other Seescape teams, and signpost/refer clients to external agencies where required.

**5. GENERAL DUTIES**

* To adhere to Seescape policies and procedures.
* To travel across Fife to support clients in their own homes, other community settings or over the phone.
* To adopt a flexible approach to working hours to meet the needs of clients where appropriate.
* To work collaboratively with Seescape colleagues.
* To embrace a culture of continuous improvement and development, including attending training, independent learning, and keeping up to date with the development of new aids and equipment and new support techniques.
* To undertake such duties appropriate to the level of the post as may be reasonably required to meet changing needs of the organisation.

**6. SPECIAL CONDITIONS**

* Prior to confirming appointment the postholder will be required to undertake an enhanced Protection of Vulnerable Groups (PVG) check through Disclosure Scotland.
* The post involves working throughout Fife and requires your own transport.
* An element of flexibility working hours will be required on occasion to meet organisational needs.
* The post is subject to applying to and passing the Graduate Diploma in Low Vision Rehabilitation (Glasgow Caledonian University)

*This job overview does not present an exhaustive list of activities. There is a requirement for the post holder to undertake activities other than those listed commensurate with the grade and level of responsibility attached to the role.*

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** |
| **Experience** | At least 2 years’ work experience in a similar role, e.g. social care, community care, health care or similar specialism.  Experience of carrying out client-centred assessments to determine clients’ needs.  Competent in administration, including recording case notes. | Experience of, or knowledge of, supporting people with visual impairment.  Experience of working with vulnerable people in a community setting.  Experience of working with older people. |
| **Education, qualifications and training** | HNC in Social Care, Community Care or other relevant specialism (however candidates with extensive relevant work experience will be considered) | Relevant training relating to adult and child protection procedures. |
| **Skills, Abilities and Knowledge** | Excellent interpersonal skills and the ability to work with a diverse range of people.  Excellent communication skills, and able to build rapport and trust with service users and colleagues.  Self-motivated and able to set priorities and manage own workload without close supervision.  Good IT skills, including Outlook and Microsoft Word.  Able to work flexibly to meet the needs of clients.  Commitment to team working and supporting colleagues. | Experience of using databases to record case notes. |
| **Values** | We expect all Seescape employees to demonstrate our values:  **Rooted in the community:** We aim to create local communities that are inclusive for people living with visual impairment in Fife.  **All about positive impact:** We aim to create a positive impact in the lives of people living with visual impairment.  **Committed to empowering people:** We seek to empower visually impaired people, their families and their communities.  **Always respectful:** We are always respectful to others — as a charity, as a team, as a service provider and as individuals |  |

**FURTHER INFORMATION**

If you would like an informal discussion about this role, please contact Evelyn Hickman (Sight Support Team Leader): [evelyn.hickman@seescape.org.uk](mailto:evelyn.hickman@seescape.org.uk)

**Seescape is the operational name of Fife Society for the Blind, Scottish Registered Charity No. SC001354. A limited company registered in Scotland No. 164278**