# Job Description

Job Title: **Community Rehabilitation Assistant**

Location: **Head Office** 16 New Walk Leicester LE1 6TF

Responsible to: Senior Rehabilitation Coordinator

Primary Objective: To provide support as part of Vista’s reablement teams to promote independence for individuals living with sight loss and Dual sensory loss, through a range of services that enable individuals and their carers or families to overcome the effects of visual loss.

**Main Responsibilities:**

**To promote Health & Wellbeing through a range of support that enables a strength-based approach for individuals and their families to overcome the effects of visual loss.**

**To help people achieve the outcomes that matter to them in their life, focused on the needs, goals and well-being of the person concerned.**

**To support a triage process to ensure those referrals coming into the service are RAG rated and appropriately prioritised**

**Specific duties**

1. To support assessment and triage processes to ensure that work is prioritised in response to risk and need.
2. To accept appropriate referrals and act as part of the Reablement team to review, update and act within an individual’s agreed support or reablement plan.
3. To deliver specific areas of support as planned by a qualified reablement officer to enable individuals to adapt to their visual impairment and/or dual sensory loss, by providing early intervention, skills, and support to maximise their ability to live independently.
4. To demonstrate and advise individuals in the correct use of assistive equipment according to the individual’s reablement plan to manage their visual impairment and maximise independent living.
5. To assist in the installation of assistive measures (such as tactile markings on range of household equipment) as appropriate and, if necessary, instruct in their safe use.
6. To work with a qualified officer to assist visually impaired adults, young people and those with additional disabilities to acquire and practice a range of independence skills appropriate to their needs. This may be conducted on an individual basis or in groups, within people’s own homes or in the community
7. To ensure a pre visit health and safety check (including Covid screening ) is undertaken prior to visiting, observing all infection control procedures and the use of PPE in line with Vista policy.
8. To assist with delivery of Visual Awareness Training sessions, including organising and hosting training sessions, Information Days and other group activities.
9. To provide advice and information in several settings and to signpost or make referrals of visually impaired or dual sensory impaired people to the appropriate agencies.
10. To work closely with other Vista departmental services, Vista care homes and external agencies to maximise opportunities to enhance an individual’s independence and to achieve the desired outcomes for people with sight and a dual sensory loss
11. To help facilitate information days and specialist courses as agreed by rehabilitation coordinator
12. To ensure records of work are completed on Vista data management system (Charitylog) in an accurate and timely way.
13. To play an active part in the safeguarding of the people we support.
14. To encourage and support people to grow their confidence to make social connections, helping to prevent loneliness and isolation.
15. To provide information on Vista’s services and those of other organisations, pertinent to supporting individuals to achieve their reablement plan and personal goals.
16. To provide administrative and practical support to other members of the Reablement Team to ensure that we meet the needs of all our clients.

**Additional responsibilities**

1. To ensure activities comply with current law

1. To operate within the law at all times, with particular reference to health and safety; safeguarding; equality and data protection legislation

1. To ensure that all work is carried out in line with Vista’s policies and procedure.
2. To work flexibly, including additional hours from time to time to meet the needs of the job, and some unsocial hours working

Prepared by: CB/RS Revised: 10/12/2021

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character or level of responsibility entailed. Such variations are common occurrences and cannot in themselves justify a reconsideration of the grading of the post.

**Person Specification**

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| Criteria | Essential | Desirable | How Identified (e.g. form, interview, test) |
| Qualifications & Training | 4 GCSE or equivalent – A-C (one must be English) | Other relevant qualifications to health and social care and VI Qualification in Health and social care Level 2 and above or equivalent  | Form |
| Experience | Work with people from different communities (in particular minority ethnic and cultural groups)Work with older people and/or vulnerable adultsExperience of working alone in community settings  | Understanding of Health and Social care Work in the voluntary, charity or not-for-profit sector. Work with people with a disability | Form & Interview  |
| Skills & Knowledge | Knowledge and skills using common IT systems and equipmentUnderstanding of the strength-based approach/model.Proven written and verbal communication skills and excellent interpersonal skillsAbility to work as a member of a teamAbility to use own initiative and manage Your own caseloadAbility to work under pressure and meet deadlinesAbility to complete and document case load reporting Understanding of data protection and confidentiality | Adaptable and open to changeProblem solving Attention to detail  | Form & Interview  |
| Personal Qualities | FlexibilityAdaptableEmpatheticObservantOrganised and self motivated | Naturally personable and caring with an understanding of human nature | Form & Interview  |
| Other | Able and willing to travel around LLR |  | Form & Interview |