**Job Description**

# Section A: Job Profile

## Job Details

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| Job Title: | Visual Impairment Support Worker |
| Salary: | £30,559 to £33,366 |
| Grade: | Grade 8 Scp 18 - 23 |
| Hours: | 37 per week.  |
| Team: | Visual Impairment Team  |
| Service Area: | Adult Social Care – Sensory Impairment Teams |
| Primary Location: | Bradbury Lodge, Gordon Woodward Way, Oxford, OX1 4XL.*Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | N/A |
| Responsible to: | John Fearn-Webster Manager for the Sensory Impairment Teams  |
| Responsible for: | No |
| Political Restricted Post: | No |

## Job Purpose

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| This post is based in Adult Social Care within the Visual Impairment Team, part of the Sensory Impairment Team. The post holder will work primarily with those who are Sight Impaired and Severely Sight Impaired.You will be required to work collaboratively across adult social care and partner agencies to support and promote strong communities, making a real difference to the people and communities we serve, now, and for the future, whilst ensuring that we are delivering value for money. Support is delivered through a strength-based approach to create opportunities, build resilience and long-term support networks so that people live their lives as successfully, independently, and as safely as possible.To carry out statutory needs assessments, and give advice, information, and support to adults with a sensory impairment, carers and professionals.To assess and provide for specialist equipment to support the individual with their visual impairment within the home, at work and to support their daily life. To work within the legislative framework, working with other agencies and signposting to other services as necessary. To have a person-centred approach and a commitment to empowering people to maximise choice and control, and to achieve their goals and independence.   |

## Job Responsibilities

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| **Main Duties and Responsibilities**1. To assess the needs of individual clients with particular reference to (i) physical and sensory ability (ii) psychological adjustment to visual impairments (iii) motivation for rehabilitation (iv) appropriate equipment (v) benefits and entitlements2. To work with the client/family/carers to develop skills in (i) daily living (ii) communication (iii) use of leisure time 3. To work with client to identify needs and abilities, providing appropriate advice and support or referring to other agencies if required.4. To assist clients in group settings where required.5. To work closely with other statutory and voluntary agencies and services providers regarding this client group.6. To take part in the team duty system on a rota basis when required to do so.7. To maintain accurate records, prepare reports and contribute to the creation of systems and maintenance of an information base for use in service planning.8. To keep up to date with developments in the Visual Impairment field and to develop personal and professional skills.9. To work as a full member of a multidisciplinary team and attend meetings as required, including representing the team where appropriate.10. To provide specialist knowledge and expertise, when consulted, to colleagues within the service.11. To adhere to all statutory and departmental procedures.12. To participate in the Department’s staff supervision and appraisal systems.1. To have an awareness of Oxfordshire policies which include eligibility and prioritising policies, user and carer involvement guidelines and complaints procedure.
2. Ensure records and information systems are kept accurately including the inputting and updating of information of the Department’s computerised information systems (e.g. Liquid Logic).
3. Any other duties as may be deemed necessary to carry out the full remit of the role.
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# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| GCSE or equivalent inc good standard of English and Mathematics. | A D |
| Knowledge of relevant legislation | A I T  |
| Commitment to own personal and professional development | A I T |
| Good knowledge and IT ability (word prcessing, emailing, internet, data base recording systems) | A |
| To demonstrate a high level of interpersonal and communication skills. | A I |
| Willingness to undertake on the job training to build up appropriate knowledge about the range of specialist equipment used to support people with a visual impairment | A I |
| Is available and approachable and takes time to consult and communicate with sensitivity and understanding | A I |
| Desirable Criteria | Assessed By: |
| Experience of working (paid or voluntary) in a care related field e.g. social care, health | A I  |
| Knowledge of legislation and statutory guidance relevant to Adult Social Care | A I  |
| Ability to identify whole system problems and propose solutions | A I  |
| Ability to work as part of a multi-disciplinary team and independently. | A I |
| To demonstrate skills in record keeping and report writing in line with organisational requirements | A I |
| Experience of managing own workflow and supporting the processes to manage and standardise activity and demonstrate an ability to work within agreed targets including safeguarding timeframes | A I |
| Highly organised with a solution focussed, logical and innovative approach to challenges and can prioritise clearly and appropriately | A I T |
| Commitment to and understanding of the principles of Equal Opportunities for all in employment and the delivery of services | A I |
| To be a team player and have a positive approach | A I |
| Acknowledges, respects, and responds to individual differences and diversity requirements | A I |
| Experience of strength-based assessments and practice. | A I |
| Understanding of non-discriminatory practice. | A I |
| **Special Requirements**  |  |
| Satisfactory Disclosure and Barring Service (DBS) check. |  |
| Commitment to inter-agency working | A I |
| Some flexibility in working arrangements/hours to meet operational requirements  | A I |
| Ability to travel to and access a variety of premises including people’s homes | A I |
| Ability to move and handle equipment and people | A I  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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| [x]  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List | [ ]  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
| [ ]  | Enhanced Disclosure and Barring Service check with Children’s Barred List | [ ]  | Enhanced Disclosure and Barring Service check with Adults Barred List |
| [ ]  | Standard Disclosure and Barring Service check | [ ]  | Basic Disclosure |
| [ ]  | Disqualification for Caring for Children (Education) | [ ]  | Overseas Criminal Record Checks |
| [ ]  | Prohibition from Teaching | [ ]  | Professional Registration |
| [ ]  | Non police personnel vetting | [ ]  | Disqualification from Caring |

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| [ ]  | Other (please specify):       |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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| [ ]  | Provision of personal care on a regular basis | [ ]  | Driving HGV or LGV for work |
| [ ]  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects | [x]  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
| [ ]  | Working at height/ using ladders on a regular/ repetitive basis | [ ]  | Restricted postural change – prolonged sitting |
| [x]  | Lone working on a regular basis | [ ]  | Restricted postural change – prolonged standing |
| [ ]  | Night work | [ ]  | Regular/repetitive bending/ squatting/ kneeling/crouching |
| [ ]  | Rotating shift work | [ ]  | Manual cleaning/ domestic duties |
| [x]  | Working on/ or near a road | [x]  | Regular work outdoors |
| [x]  | Significant use of computers (display screen equipment) | [x]  | Work with vulnerable children or vulnerable adults |
| [ ]  | Undertaking repetitive tasks | [ ]  | Working with challenging behaviours |
| [ ]  | Continual telephone use (call centres) | [ ]  | Regular work with skin irritants/ allergens |
| [ ]  | Work requiring hearing protection (exposure to noise above action levels) | [ ]  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
| [ ]  | Work requiring respirators or masks | [ ]  | Work with vibrating tools/ machinery |
| [ ]  | Work involving food handling | [ ]  | Work with waste, refuse |
| [ ]  | Potential exposure to blood or bodily fluids | [x]  | Face-to-face contact with members of the public |

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| [ ]  | Other (please specify):  |

April 2025