

# Job Title: Rehab Assistant

**Responsible to: Halton Services Manager**

**Hours of work: 18 per week, days and times to be agreed**

**Salary: £12.60 per hour, £24,242.40 FTE**

**Staff Responsibilities: None**

**Location: Halton – The role will cover Runcorn and Widnes**

Are you a caring and empathetic person who enjoys making a real difference in people's lives? We’re looking for a compassionate Rehab Assistant to join our team and provide meaningful companionship, guidance and support to individuals with vision impairments.

Vision Support are dedicated to improving the lives of people with vision impairments, helping them feel connected, confident, and capable. Through our services, we aim to break down barriers, increase independence and drive societal change.

# Overall Aims of the Post:

Rehab Assistants play a key role by working with individuals with a vision impairment to empower and enable them to lead a better quality of life, to access their community and services, undertake everyday tasks and maintain social contact with friends and family to relieve social isolation.

**Key Responsibilities:**

* Visit service users and maintain contact by telephone. Submit a short report for each contact on our database.
* Develop an awareness of benefits and eligibility, and support citizens to complete the forms as appropriate.
* Develop an understanding of vision impairments and low vision equipment, and order appropriate equipment.
* Signpost to other Vision Support services and/or external organisations.
* Follow safeguarding issues and procedures.
* Assist with correspondence i.e. reading/writing mail, making appointments, etc.
* Accompany citizens to one-off shopping trips or medical appointments.
* Contribute to the Vision Support’s communication platforms.

**Person Specification**

Qualifications:

Minimum of 5 GCSE’s or equivalent (including Maths and English) at grades A\* to C (desirable)

Proven Experience:

* Knowledge of vision impairments, low vision aids and accessible tech (desirable)
* Knowledge of benefits and welfare rights and experience of writing applications for Attendance Allowance and Personal Independence Payments (desirable)
* Ability to advocate on behalf of service users (essential)
* Administration skills to include writing reports and keeping statistical information (desirable)

Delivering Excellent Service (all essential):

* Work with empathy, compassion and understanding
* Excellent interpersonal skills
* Ability to work proactively and organise
* Flexible approach to workload, willingness to learn new tasks and keep up to date with good practice
* Able to provide a professional image of the organisation at all times

**General/Additional Information**

* The postholder is expected to follow the Vision Support’s policies and procedures.
* Awareness training (including listening skills, attitudes to vision impairment, causes of vision impairment, suitable equipment and sighted guiding techniques) will be given.
* Applicants are advised that contact with guide dogs may be necessary.
* This post is subject to an Enhanced DBS check and satisfactory references.

Please note, we reserve the right to close this advert early should we find a suitable candidate.