

POST: Fieldwork Assistant

ACCOUNTABLE TO: Client Services Manager

HOURS: 36.25

SALARY GRADE: APT Scale point 18-20 £21,042 - £22,129

DATE: September 2020

JOB PURPOSE: To assist in the provision of practical and emotional support to service users who have a significant sensory loss

KEY ACCOUNTABILITIES/TASKS:

1. To demonstrate aids and equipment to Service Users either in their own home or within the Moray Resource Centre at Elizabeth House.
2. To respond to requests for Talking book Service, RNIB Talking Book Services, local and national talking newspapers, etc.
3. To carry out noncomplex assessments.
4. To support Fieldwork staff in the delivery of care & support plans.
5. To assist Service Users to complete appropriate forms.
6. To support home visiting staff from other agencies where appropriate, by doing joint visits to high risk complex cases.
7. To re-enforce or support the Service User when carrying out a training programme set by the rehab staff.
8. To support staff to deliver awareness training.
9. Where appropriate and agreed by the line manager, to accompany Service Users to medical appointments such as the eye clinic/audiology, etc
10. Where appropriate provide an advocacy service by supporting and signposting service users to relevant services.

General

- You are expected to adhere to the NESS' policies and procedures.
- Training needs will be identified in discussion with your line manager on an ongoing basis. Employees are encouraged to attend training courses to meet the needs of the organisation as well as personal and job development needs.
- Support will be given to you by your line manager during regular supervision sessions and an annual appraisal.
- On occasions you will be asked to assist other members of staff in their daily work. This applies for extraordinary situations in times of absences through sickness or unforeseen volume of work and will not be a regular occurrence.
- To undertake other such duties as may be reasonably required by the organisation.

I accept the particulars of this job description

SIGNED.....

Date.....