



## **JOB PROFILE**

**Post Identification:** Trainee Habilitation Specialist (leading to Qualified Habilitation Specialist)

**Reports To:**  
Senior Habilitation Specialist/Team Manager

**Job Purpose:**

The purpose of the role for a qualified Habilitation Specialist is to equip children and young people with the strategies they need to excel in life without vision, or with low vision. Habilitation Specialists instil confidence in children and young people and their families. Habilitation Specialists ensure that children and young people with a vision impairment or multi-sensory impairment have high expectations for their future, and the skills and strategies they need to achieve them.

While undertaking the training over a two-year period, the post holder will gain practical experience supporting the services of Sensory Services by Sight for Surrey across a range of teams and services to give a good foundation for future learning.

This role enables a person with a degree or a minimum qualification equivalent to QCF Level 4 to train as a Habilitation Specialist.

Sensory Services by Sight for Surrey will pay fees and reasonable expenses linked to the training at University College London (UCL). The course is part-time for two years. Students attend four 5-day blocked weeks in September, November, January, and March. Students also need to attend their Practical Skills Assessments throughout the course. When the trainee is not at university they will be working as part of our team within the charity consolidating their learning and, as they progress, undertaking project work.

The responsibilities of the trainee post will change over the course of the training period to build on skills and experience. During the first year of training, time will be spent working with teams across the charity. This will enhance the trainees experience and support the organisations service delivery.

Successful completion of the first year of the course will enable the trainee to take up the post of Assistant Habilitation Specialist with an increased remuneration. This post will involve using the skills learnt during the first year of the course and provide increased practical learning opportunities.

During the second year of the habilitation training, the student will be required to undertake a placement within another organisation which we will support them to organise.

Successful completion of the Graduate Diploma in Habilitation and Disabilities of Sight (Children and Young People) will result in recognition as qualified practitioner with the first year being the probation year.

The successful applicant will be contracted to work for Sensory Services by Sight for Surrey for a minimum of three full years following qualification.

The trainee will be expected to invest some personal time to complete university assignments, reading and other course related activities where required.

### **JOB DESCRIPTION (for first year)**

1. To work closely with the Senior Habilitation Specialist and the rest of the Children & Young People's team supporting the delivery of services.
2. To work as part of various teams across the charity, assisting with various services to give themselves good foundation knowledge and understanding.
3. To support the preparation and delivery of recreational activities for children, young people and their families as required.
4. To work as a member of the team building links with families.
5. To develop knowledge of child developmental milestones.
6. To undertake risk assessments. Record and work to reduce identified risks.
7. To be responsible for assessing and addressing potential health and safety issues around the services we provide.
8. To gain knowledge about all aspects of safeguarding and the legislation that protects children and young people. To take responsibility for following our organisation policies and procedures whenever there is a concern.
9. To assist with the recording and reporting required by the organisation/ service in relation to the delivery and funding of our service.
10. To work closely with other members of the team, ensuring that the different aspects of our service dovetail to meet the needs of the children, young people, and their families.
11. To gain a First Aid Certificate.

### **WORK CONTEXT**

This post is a trainee post offering the appointee the opportunity to grow their skills and expertise leading to an in-demand nationally recognised qualification.

The aim of our services for children and young people is to ensure that everyone has the opportunities they need to reach their full potential in life.

Sensory Services by Sight for Surrey Children & Young People's Service works holistically, promoting mental wellbeing, reducing isolation, and supporting self-advocacy.

## **COMPETENCIES REQUIRED**

### **Communication**

To have excellent communication skills and the willingness to engage with all people in a positive, accessible, and clear manner. To have excellent IT skills, including Microsoft 365.

### **Developing Others/Team Development**

Share knowledge and skills with others, where possible. Contribute positively to team /organisation development.

### **Managing/Embracing Change**

Seek ways to improve own performance. Be open to change and embracing new ways of doing things. Ability to feed back to Line Manager on impact of plans and service, managing change based on feedback, flexibly and efficiently. To have knowledge of the safeguarding policy and procedures and to report any concerns to the line manager. Comply with our organisational policies and procedures. To be aware of other legislation that affects our duty of care.

### **Personal Impact**

The post holder will present themselves effectively being mindful that they are representing the charity. Acting with integrity and taking account of the principle of equality. Having respect for the opinion and expertise of others.

## **SKILLS/QUALIFICATIONS**

- To have experience working or volunteering with children and young people
- Postgraduate degree or a minimum qualification equivalent to QCF Level 4 Modes.
- Good interpersonal and communication skills.
- Have a commitment to equality and social inclusion, particularly the issues faced by young people, their parents, and carers.
- Be imaginative, creative, and flexible.
- Experience of vision impairment is desirable, but not essential.
- An understanding of sign language is desirable, but not essential.
- Ability to work independently while continuing to follow the team plan and contribute to Sensory Services by Sight for Surrey's strategy.
- Ability to work as part of a team while also being able to self-motivate.
- Effective time management and organisational skills
- Available and willing to work flexibly when required.

## **PHYSICAL REQUIREMENTS**

- Physically able to support participants taking part in activities.
- Available to work occasionally out of core office hours to support events (time off in lieu will be given)
- Ability to travel to events located throughout Surrey, and sometimes out of County.
- Ability to attend university and to the required placement which will be outside of Surrey.
- Commitment to complete the Habilitation Specialist training and to become a qualified Habilitation Specialist.

**WORKING ENVIRONMENT**

Various venues across Surrey, - and out of county on occasion.

ORGANISATION CHART – available on induction.

**VERIFICATION**

**Post Holder signature:** \_\_\_\_\_

**Name in Capitals:** \_\_\_\_\_

**Date:** \_\_\_\_\_