**JOB DESCRIPTION**

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| **Details of the job** | |
| Post title: | Equipment Officer (Assistive Technology)   |  | | --- | |  |  |  |  | | --- | --- | | |  | | --- | | Support Worker (Generic) | | |
| Salary grade: |  |
| Hours: | 37 hours |
| Location: | Working across North Northamptonshire |
| Reports to: | Team Manager/ Team Leader |
| Service area: | Assistive Technology |

**Overall purpose of the post**

1. Assess customers level of need in order to ascertain whether Assistive Technology Equipment is required to support the individual at home to promote independence and ensure safety.
2. Supply and install Assistive Technology equipment following an assessment and agreement from all parties concerned in compliance with appropriate policies and regulations
3. Review equipment installed making necessary changes or adjustments to equipment where necessary or if needs have changed to ensure appropriate adjustments are made.
4. Ensure that customer case notes are accurate and up to date. Records must be entered onto the database within the required timescales.
5. Ability to identify unmet customer needs, an awareness and ability of where to sign post to if a need is identified i.e. ASC/ Visual impairment/ Occupational Therapy/ External
6. Data analysis/ Use data provided by digital systems to write reports for adult social care to support with decision making around care
7. Promote and raise the profile of the Assistive Technology Services by undertaking presentations to both internal and external teams/service.
8. Demonstrate awareness/ understanding of equal opportunities and other peoples behavioural, physical, social and welfare needs
9. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.
10. Carry out any other duties which fall within the broad scope and purpose of this job description and which are commensurate with the grade of the post.

**Principal responsibilities**

1. To be an integral member of the Assistive Technology Team and assisting with assessments and outcomes by independently installing and educating the individual on equipment and products.

(Involves answering enquiries, installation visits, repairs, standard lifeline installations, keysafe installations, equipment collections, stock re-cycling)

1. The Equipment Officers are also responsible for the collection and recycling of equipment.
2. The role is responsible for assisting customers to undertake practical tasks by educating in the use of appropriate technology devices/ aids to help maintain their independence within their own home.
3. The Equipment Officers are responsible for ensuring their knowledge is up to date and to look for innovations as this is a field that is constantly evolving.
4. To undertake complex equipment assessments and installations which may require the use of a power tool. Previous experience preferred but not essential. To provide support and guidance to ensure customers receive services and benefits they are entitled to.
5. Ensure that all administrative tasks relating to the job are carried out in an effective and timely manner
6. To ensure accurate audit and record keeping
7. The Equipment Officer will carry out duty functions which involve contacting all complex referrals to the service/ screening/ prioritisation and booking
8. Equipment Officers will lead and support training of new staff (Equipment Officers/ Installers)
9. Demonstrate awareness / understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs
10. Works under their own initiative following all processes, procedures, policies, guidelines, regulations set out by the organisation
11. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the company.
12. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

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| Post Title: | Equipment Officer |
| Grade |  |
| Service Area: | North Northants Council |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Education and Qualifications** | This post will requires satisfactory clearance of a criminal records bureau disclosure.  Relevant nationally recognised caring qualification | Experience with people with sensory impairment  Awareness or experience working in the field of Assistive Technology. |
| **Experience and Knowledge** | Proven experience of working with people with a learning / physical disability. | Able to demonstrate an Interest in working in this area, and an ability to undertake the role.  An understanding of technology  Able to use some power tools i.e. Drills |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **Ability and Skills** | To have excellent listening and communication skills.  Aptitude and willingness to understand and research equipment  Computer literate in Word, Excel, Internet, Email and databases incl. Eclipse/Cygnum  Ability to prioritise the management of caseloads, i.e. referrals and assessments  Ability to work within set procedures / systems  To be professional, sympathetic and diplomatic  To be physically able to lift equipment  Able to maintain accurate records. | Full driving licence and access to a vehicle.  Tolerant, adaptable and flexible.  Encouraging.  Creative thinker  Knowledge and experience of the use of Assistive Technology |
| **Equal Opportunities** | Ability to demonstrate awareness / understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |

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| Date: |  |