

JOB DESCRIPTION

Assistant Sight Care Advisor

Responsible to: Senior Sight Care Advisor

Place of Work: Southlands Hospital, Shoreham by Sea and St Richards Hospital, Chichester

Job Summary

4Sight Vision Support is a Charity established in 1921 to support and empower visually impaired people living in West Sussex.

As part of that remit, the Sight Care Advisor service was set up in the County Hospital eye clinics in 1998.

The Sight Care Advisor role (or Eye Care Liaison Officer as it is also known in the sight loss sector) is to provide a link for patients as they move between the eye clinic and adult social care settings – what is known as ‘the eye health care pathway’.

The Sight Care Advisor plays a vital role for patients who come through the hospital eye clinics by offering support, information, advocacy and an introduction to 4Sight Vision Support’s other services, as well as to other support services in the wider community

The Assistant Sight Care Advisor will be working closely with the clinical and nursing team, supporting patients diagnosed with sight threatening eye conditions. This includes offering emotional support and providing relevant advice and information as well as on-going support as required. This is a demanding role requiring dedication and commitment, flexibility and motivation.

Main Duties:

- Facilitate the certification and registration of patients as Sight Impaired or Severely Sight Impaired, thereby ensuring referral to the Social Services Sensory Team and liaising appropriately with them.
- Providing initial emotional support as needed
- To refer appropriately to Low Vision Services for the provision of magnifying aids.
- To encourage referral to sources of support including statutory organisations as well as support from other local and national organisations and charities.
- Assist patients to become as independent as possible by ensuring they have access to all the relevant information and resources.
- Offering individually tailored advice and ensure that information is signposted and referred to relevant services.

- Bridging the gap between hospital and community-based services
- Working closely with the Ophthalmic teams, statutory bodies and local service providers
- Maintaining strong links with appropriate eye clinics or low vision services.
- To ensure that accurate computerised records of all contacts are correctly entered and maintained on the Charity's database for ongoing monitoring and evaluation of statistics.
- To comply with General Data Protection Regulations in respect of information about staff and patients and ensure information on Health Service business is kept strictly confidential.
- To be responsible for the ordering of office supplies and to provide support to the Sight Care Advisors by undertaking clerical work as appropriate.
- With support and guidance as needed from the Sight Care Advisors, to work independently and manage own workload.
- To be able to support emotional and distressed patients
- Willingness to work at both St Richards and Southlands hospital Eye Clinics and travel between the two sites.
- Flexibility to cover leave and attend occasional meetings
- Actively promote the services of 4Sight Vision Support

Training and professional development

- Willingness to improve/extend current knowledge about eye conditions and eye health
- To identify own training needs and attend training necessary for continuing professional development
- Willing to work towards attaining the Eye Clinic Liaison Officer qualification

The above is intended to provide a clear but concise statement of the present major tasks and activities of the job. It is not an exhaustive list of all its detailed duties. As a term of your employment, you may be required to undertake such other duties appropriate to the position, subject to any reasonable adjustments under the Disability Discrimination Act. Strict adherence must be applied to information held under the General Data Protection Regulations.