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| **Job Title** | Dispensing Optician |
| **Responsible to** | Optometry Practice Manager |
| **Responsible for** | Providing an excellent spectacle dispensing service and ongoing support to children in SeeAbility special schools eye care service. Providing expert advice internally and externally on spectacle dispensing services for people with learning disabilities.  |

**Your role**

To work with a SeeAbility optometrist partner in special schools providing eye care and leading on providing a pro-active, optimal spectacle dispensing and support service, taking on your own case load of children who require glasses. You will be required to work in a number of special schools and colleges, mainly in the south London area.

# Your responsibilities

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| **Quality:** We provide the best quality service so the people we support can achieve their goals.  |
| * To strive to produce high quality outputs and interactions both for the people we support and each other.
* Work with the Practice Manager, Head of Eye Health and the rest of the clinical team. To provide an in school dispensing service, following systems and protocols in place to allow the effective and smooth running of the service.
* Follow existing dispensing protocols.
* Take responsibility for the stocking, fitting, ordering, checking, dispensing and repairing of spectacles in the mobile setting of special schools.
* Manage the case load of spectacle wearers across the schools by giving support and advice to children and teaching staff and/or parents on lens type, frames, styling and adaptation strategies. Responsible for follow up appointments for all new and changed prescriptions dispensed.
* Maintain records, complete reports as required, update Optix within agreed time scales and record data for auditing and research purposes.
* Work collaboratively with the optometrist during the sight test and provide support in engaging with the children, the assessment and record keeping.
* Communicate appropriately and confidently with children who have complex learning and physical disabilities, their families and teaching staff
* Strive to ensure that SeeAbility embraces diversity in how it delivers its services
* Maintain a safe working environment
* Undertake other duties commensurate with the role of dispensing optician under the instruction of the Optometry Practice Manager as part of the wider strategy.
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| **Influencing:**We use our influence to ensure we champion those we support, highlight the prevalence of sight problems, associated concerns and the right to access practical support and achieve the best organisational outcomes. |
| * Act as an ambassador for the organisation by ensuring your own networks are aware that people with learning disabilities are more likely than others to have sight problems. Encourage others to consider and recognise signs and symptoms of sight problem and to take action
* Remain up to date on legislation, policy and research developments in the field of eye health and learning disability
* Be a spokesperson for SeeAbility at events and forums within the eye care, education and learning disability sectors
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| **Sustainability:** We each take accountability for the sustainability of our organisation investing our skills, passion and expertise to ensure we are current and relevant and effectively meet the needs of more people. |
| * To take responsibility for using all our resources wisely and monitoring the efficiency of our services, ensuring that our services are always adapting to meet the needs of the people we support
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| **Talent:** We recognise the contribution of our colleagues and achieve more using each others’ skills, values and commitment. |
| * Act as an ambassador for the organisation, actively seeking and engaging with talent within your own networks and those of friends and family who could contribute towards our mission and objectives
* Supporting the professional development of dispensing opticians and optometrists in the field of learning disabilities/ complex needs
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| **Partnerships:** We work in partnership with each other and external organisations and individuals to achieve our goals and strengthen the impact of our organisation and those who help us achieve our objectives. |
| * To talk passionately about our work, sharing stories about the difference it makes and reach out to individuals, companies or groups you know that might be able to support our cause either financially or by volunteering for us.
* To be aware of and promote the work of SeeAbility’s Eye Care Champions and the LOCSU community learning disability eye care pathway
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**Your knowledge, experience, skills and values**

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| **Knowledge & qualifications** | * Qualified dispensing optician and member of ABDO (Association of British Dispensing Opticians)
* GOC Registrant
* Satisfactory enhanced DBS check
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| **Experience** | * 3+ years experience as qualified DO desirable
* Hospital and specialist dispensing experience, including with children with disabilities desirable Training will be provided
* Extensive knowledge of paediatric frames, including those for children with special facial characteristics
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| **Skills & personal attributes** | * Excellent organisational skills to run efficient dispensing service remotely across several sites
* Ability to work independently and to own initiative
* Excellent verbal and written communicator
* Ability to manage own time efficiently and effectively
* Strong IT and literacy skills
* Ability to maintain confidentiality
* Confidence and experience in communicating with children with complex learning and physical disabilities and their families and teachers
* Acknowledge personal professional limitations and when to seek help and support and from which sources
* Willingness and ability to travel extensively around Greater London and beyond as required
* Good team player-willing to share knowledge and learn from others
* Commitment to equal opportunities and diversity
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| **Our Values** |
| **We are Brave** | * We believe in being different: We seek new ways of working, thinking and ideas. We want to be extraordinary.
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| **We are Passionate**  | * We want to make a difference. We work as a team to improve for the greater good, not only for the people we support but for our team and SeeAbility as a whole. We are completely committed to each others success.
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| **We are Creative**  | * We are enablers. We create solutions by thinking and acting differently. We break down barriers. We don’t see rules as boxing us in, but as the norms that evolve with us on our way to being the best.
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| **We do what is right** | * We lead by doing the right thing. We are dependable and believe in delivering on commitments and using sound judgement and common sense to determine what is right.
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