

A.M.E DISABILITY CONSULTANTS
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Job Description for Ergonomic Consultant

Job Title: Ergonomic Consultant

QUALIFICATIONS

- Minimum requirement Grad DipPhys or equivalent
- All current assessors are fully qualified Physiotherapists (state registered and registered with CSPs)
- All occupational therapists currently working with AME are state registered (SROT)

OVERALL PURPOSE OF JOB

- To provide Access to Work assessments on behalf of AME (under contract from Jobcentre Plus)
- You will work as part of a multi-disciplinary team of assessors, providing Access to Work assessments to the standard and quality expected by Jobcentre Plus

MAIN DUTIES

- Booking of customer appointments;
- Conducting Access to Work assessments
- Assessing Access to Work need
- Producing final Access to Work assessment reports
- Liaising with customer and supplier to ensure that the right ergonomic solution is arrived at
- Obtaining supplier quotes as needed
- Maintain a list of ergonomic suppliers and make these available on request to AME for central collation
- Visit exhibitions, such as Nadex, to update supplier and product knowledge
- Reports to include some medical terms if needed, but these should be defined for the reader

TRAINING AND DEVELOPMENT

To attend exhibitions as stated above, plus attend risk assessment courses and Health and Safety courses, as agreed with the partners

HEALTH AND SAFETY

- To ensure that suggestions in reports take in to account the employer's responsibilities under the European Health and Safety Legislation 2002, and the British Health and Safety Act 1974
- To ensure that all activities that may involve client measurement and/or rearrangement of workstations are carried out with due care and attention to Health and Safety requirement
- Furthermore, that actual risks are identified and minimised if possible

RESOURCES

Home based self-employed associate.

EQUAL OPPORTUNITIES

- To demonstrate an understanding of Equal Opportunities legislation at all times when conducting Access to Work assessments, and to apply this knowledge precisely when conducting assessments
- To understand and be aware of the AME Equal Opportunities statement and to implement this in the course of work

CONFIDENTIALITY

To maintain confidentiality at all times between the client/referring officer/assessor/AME.

DATA PROTECTION

To adhere to the DPA, being mindful of the safe and secure storage of electronic/manual files

PERSON SPECIFICATION

- Experience and understanding
- Experienced OT or Physiotherapist
- Experience of conducting seating assessments, including client measurements
- A specific in-depth understanding of medical conditions and the potential risks associated with non-intervention.

KNOWLEDGE

- Specific knowledge of Physiotherapy or OT practice
- In the case of OTs, this knowledge should apply to those with physical disabilities
- Specific medical knowledge, including the ability to interpret and act on medical diagnosis
- Knowledge of the specific effects of pain relief treatments
- Knowledge of exercise regimes and postural techniques that can give First Help to a client while they wait for other solutions to be implemented
- Specific knowledge about the range of ergonomic equipment on the market
- Knowledge of how to reduce symptoms of pain and prevention of exacerbation of such pain through the provision of Access to Work help
- Knowledge of Health and Safety legislation British/European that impacts on the employer
- Good all round IT knowledge, including MS Word, Outlook, Excel, Access etc

SKILLS AND ABILITIES

- Ability to interpret and make ergonomic judgements based on medical diagnosis and/or information supplied by the Access to Work referring officer
- Ability to hit deadlines, remaining calm when under pressure
- Ability to prioritise a heavy workload
- Ability to produce written reports to a very high standard
- Ability to proof final copy to a very high standard of accuracy
- Ability to research and produce supplier quotations in final reports
- Ability to assess risks
- Ability to interpret complex legislation
- Ability to interpret complex medical information
- Able to work most of the time with minimal supervision
- Able to empathise with the sometimes complex needs of someone with a disability
- Able to point out business benefit if appropriate
- Sensitivity towards the client and fellow workers, particularly when having to gather delicate information like measurements and/or weight

SPECIFIC RESPONSIBILITIES

- To liaise with ergonomic suppliers to ensure high quality up-to-date knowledge of, and access to, the latest ergonomic technology
- To liaise with potential employers, to help raise their awareness of PWDs
- To establish a database of local employers
- To keep up-to-date records of relevant jobs, training schemes, equipment and legislation - must have good knowledge of workstations

- To receive and record telephone calls
- Carry out Access To Work assessments and produce reports to a quality and timescale acceptable to AME, the employer, and Jobcentre Plus
- To undertake audits of accommodations/premises in order to facilitate access for PWDs
- To take anatomical measurements where necessary
- To set up, install and adjust ergonomic equipment, if required, in the client's home/workplace where and when appropriate
- Attend relevant exhibitions/events in order to gain practical experience of new technology and make valuable contacts with suppliers and others in the field
- To undertake relevant training, as and when required
- Attend weekly team meetings

ABILITIES

The post-holder should:

- Understand and be sensitive to the needs of PWDs
- Have relevant qualifications/experience
- Have effective inter-personal skills
- Have effective telephone skills
- Good communication skills, written and oral
- Have an ability to produce typed documents
- Have an ability to organise and store information
- Have an ability to work independently when necessary, but also to work as part of a team
- Have an understanding of, and commitment to, AME's equal opportunities policy

Andy Taylor
AME Partner
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