

Unqualified Electronic Notetaker

Grade 5

About the Service

ASSIST's post 16 sensory service provides a range of support for people who have sensory loss in the community, in health and legal settings and at colleges and universities. A cost-recovery service, providing specialist support including but not limited to; British Sign Language interpreting (BSL), communication support, specialist notetaking, mobility and orientation training, translation, and transcription (Braille, audio, easy read) and awareness training.

Reporting Relationships

Responsible to: ASSIST Manager/Project Co-ordinator

Responsible for: N/A

Key Accountabilities:

- Provide professional note taking support by:
 - Listening and processing information whilst typing accurately and legibly at speed
 - Modifying language as appropriate to meet individual requirements.
- Act as a point of contact using a high degree of discretion and diplomacy, dealing with minor issues or queries where possible, and by discussing matters with ASSIST managers.
- Maintain and submit accurate records/log sheets as directed, submit claims in a timely manner to ensure costs can be recovered, allowing support to continue to be provided.
- Be aware of health and safety issues; wearing correct PPE as required and by highlighting any risks to management immediately.

- You will be expected to practice within the spirit of the National Registers of Communication Professionals Working with Deaf and Deafblind People (NRCPD) Code of Practice.

Person Specification

Qualifications/Professional membership

- 5 GCSEs (or recognised equivalent) at Grade C or above including English
- OCR/RSA Text production and Word Processing Level 2 or equivalent
- Accredited qualification in Notetaking at Level 3 or willingness to work towards
- Current driving licence and/or access to transport. (Adjustments will be considered where necessary as required by the Equality Act.)

Knowledge and Experience

- Significant experience of working with or significant contact with people with sensory loss/disabilities with experience of providing notetaking services.
- Experience of working within an education environment.
- Experience and awareness in the use of specialist access technology.
- Knowledge of relevant legislation including the Equality Act and its implications for the Service's client base.

Skills

- Ability to listen and type accurately at speed.
- Excellent Communication (oral and written) with proven influencing ability along with competency in the use of electronic communications such as emails, texts, and Microsoft Teams with the ability to respond in a timely manner.
- High levels of computer literacy to include MS Office, PowerPoint, and Databases.
- Commitment to customer focused solutions.
- Proven organisational skills.

This post is designated as a Casual Car user

**The content of this Job Description and Person Specification
will be reviewed on a regular basis.**