

May 2018

Dear Applicant

Thank you for your interest in the part-time optometrist position with our charity.

Our vacancy is for a permanent optometrist. It is a part time role working on Wednesdays.

Attached to this letter you will find:

- A general description of our charity.
- Job description and person specification

Interviews will be in London on Monday 25th June. We would like our new optometrist to start on Wednesday 25th July.

To apply for the position, please send, by 9.00 am Tuesday June 5th:

- Your CV
- An application statement on no more than one side of A4 addressing the criteria listed in the person specification.
- Contact details for two referees indicating how they know you.
- Note where you saw the advert and the job reference if there was one.

Please send your application to info@vchp.org.uk asap.

I look forward to reading your application.

Yours sincerely



David Brown
General Manager

As part of your enquiry and recruitment process Vision Care for Homeless People will collect and store your contact details, resume and other relevant information you provide to us.

We will process this data for recruitment purposes only. It will not be shared outside the organisation, except when we need to use sufficient information to obtain a reference or background check, such as a Disclosure and Barring Service check.

If you go on to work with us, we will retain your data on file and it will be retained according to our Data Retention policy. If you do not take up a position with us, we will delete your recruitment data after three years.

When handling your personal information, we will always abide by the principles of Data Protection laid down by the Information Commissioner's Office.

If you would like copies of our data policies, would like to access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data, please contact our Data Protection Officer on info@vchp.org.uk or 02032864186.

VISION CARE FOR HOMELESS PEOPLE (VCHP) provides eye care for vulnerable people in an accessible, friendly environment where they feel safe and welcome.

Our Mission is to preserve and protect the vision of homeless and vulnerable people in the UK who are unwilling or unable to access mainstream services available through the NHS.

Life on the street is hard to imagine -

- **Cold**
- **Hungry**
- **Abused**
- **Attacked**
- **Unwell**

Add poor sight to this list and life can become almost unendurable. Restoring vision enables many people to take the first steps to take control of their lives.

Our services

- **Comprehensive eye examinations**
- **The provision of appropriate spectacles**
- **Referrals for further medical care when needed**

Our History

Founded in September 2003, VCHP first started a clinic at Crisis Skylight in London and obtained charity status in February 2007. We have expanded to eight clinics – three in London, and one each in Birmingham, Manchester, Brighton, Leeds and Exeter. We have recently launched a domiciliary service in London. Each of our clinics is equipped to NHS standard and we hold NHS contracts for each location.

We have carried out nearly 14,000 eye examinations and dispensed thousands of pairs of glasses.

Our Supporters

We pride ourselves on being a very lean charity with most of the spectacles, lenses, glazing and diagnostic technology donated by the **optical industry**. Funding from the **NHS** comes in the form of payments for some eye examinations and prescribing, but due to the lifestyle of many of our users, they may not qualify for this state help.

Many of the optometrists, dispensing opticians and assistants volunteer their time. Our volunteer trustees are extremely dedicated and engaged with the work of the charity.

Our Trustee Board

As a registered charity we are governed by a board of trustees which includes optometrists, a solicitor, business men with extensive experience in charity work with homeless people and an optical public relations specialist.

The Board ensures that VCHP provides a professional service that complies with General Optical Council, College of Optometrists and General Ophthalmic Services guidelines and that the Charity is run on a sound financial and administrative basis.

The Board currently meets bi-monthly and has three sub committees – Finance, Operations and Fundraising.

Our Plans

To benefit people of all ages and from all backgrounds who find themselves in distressed circumstances. The charity is looking to expand to all major UK cities.

www.vchp.org.uk



Vision Care for Homeless People (Charity no: 1118076)

Vision Care for Homeless People is a charity set-up to provide eye-care services to homeless and other vulnerable people in an accessible and friendly environment in which they feel safe, welcome and comfortable.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Optometrist - London - Part-time	Date:	15-05-2018
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Version Control: VCHP OO Role Description 2018-05 0.2

SUMMARY

To run clinics at homeless day centres in London spending half a day at each centre. The optometrist will test, oversee dispensing and supervise the clinics. They will be supported by lay clinic assistants, and they will assist in their management and training.

This position is part-time, permanent, working one day a week, on a Wednesday with a 1.5 hour lunch break to move between clinics.

The Optometrist will be supported and managed by the Manager of Volunteer Operations, with further support and clinical oversight by an experienced Optometrist and Trustee of the charity.

8.5 hours total per week. 9.00 am to 7.00 pm (6.00 pm in summer).

Job Location:	United Kingdom-London (various)	Company Industry:	Optical
Salary:	FTE £40,000	Manages Others:	Yes

VCHP OBJECTIVES WITHIN THE ROLE

- Effective operations
 - Our clinics are run with care, are effective and all procedures are consistently practiced.
- Volunteer management
 - Our many volunteers feel valued, develop their skills and experience, and make a significant long term impact on all aspects of our work.
- Reporting and Control
 - Our board, committees and managers efficiently manage resources using up to date and accurate operational, financial and performance data.

MAJOR DUTIES

- To carry out eye tests at the following 3 centres:
 - Crisis Skylight, London Liverpool St Tube E1 6LT – Wednesday afternoons.
 - West London Day Centre, Marylebone Tube, W1H 1NT – Wednesday fortnightly
 - The Broadway Centre, Shepherds Bush, Goldhawk Road Tube, W12 8EZ – Wednesday fortnightly
- To occasionally lead a domiciliary team to London homeless services
- To carry out the dispensing of spectacles, or support volunteer DOs and students to do so.
- To manage the clinic environment, equipment, stock, administration, record keeping and NHS claims.
- To actively support, train and manage volunteers.
- To represent and promote the charity and its work to patients and others.

RESPONSIBILITIES

- Conform to all standards of professional optometrists' conduct in undertaking responsibilities.
- Manage the clinic to ensure it is an accessible and friendly environment in which patients feel safe, welcome and comfortable.
- Testing, dispensing, ordering and fitting.
- Complete referrals, follow up and NHS voucher claims.
- Ensure all patient, stock, attendance and activity records are maintained.
- Manage, train and support volunteers working within the clinic.
- Ensure all stocks, including medication, ready readers, sample glasses, cases and stationary are monitored and maintained.
- To ensure clinics are always left in a tidy and hygienic condition and that all equipment is packed away correctly and any faults that cannot be resolved are reported to Head Office.
- Maintain all VCHP clinic operating procedures and ensure volunteers are aware of the procedures and follow them.
- To collect feedback from patients and volunteers on a regular basis following feedback procedure.
- To represent VCHP with the NHS on professional matters relating to the clinics.
- To actively work with VCHP management, the centre staff and volunteers to maintain and improve the service and reach more patients.
- When needed, represent VCHP and promote its services to homeless people and homeless services, as well as promoting VCHPs volunteering and fundraising opportunities.
- To perform other any other reasonable tasks relating to the role which may not be mentioned in the above list of duties and responsibilities.

PERSON SPECIFICATION**EXPERIENCE**

- 12 months' post qualification as optometrist.
- Management of small team.
- Familiarity with optical practice operating procedures

ABILITIES

- Able to dispense, order glasses and make NHS claims.
- Able to assertively and supportively deal with patients, bookings, conflicts and complaints.
- Detailed and accurate paperwork, recording and reporting.
- Able to work with challenging patients.
- Able to train and coach volunteers, giving them confidence in their capabilities and pride in their achievements.
- Able to troubleshoot problems with optical equipment, hardware and software.

MOTIVATION

- Cares about people, responds to need and treats people with respect.
- Interested in troubled individuals and desire to help them.
- Pro-active attitude to improving the service and reaching more homeless people.

Career Level:

Experienced Optometrist, preferably with some management experience.

Years of Experience:

12 months