

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2018**

VISION REHABILITATION TRAINING SPECIALIST I

FLSA STATUS: NON-EXEMPT – PAY GRADE: 12 – C

JOB FAMILY: STUDENT SERVICES

JOB FUNCTION: STUDENT SERVICES

GENERAL STATEMENT OF JOB

The Vision Rehabilitation Training Specialist I will provide a broad range of training services for special population students and act as case managers. Employees in this class assist and provide direct services/training to students in areas related to blindness rehabilitation. Service areas may include all or some of the following: adjustment to blindness counseling, communications skills (keyboarding), home and personal management, pre-cane skills, orientation and mobility, assistive technology, and skills needed for successful transition from high school to higher education or employment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Interview students and prospective students advising on available services to include a comprehensive functional assessment for vision rehabilitation.

Provide family with information about vision rehabilitation, as needed, to support training and transference of skills from class to home.

Provide direct training services for special population students.

Conduct case management; determine eligibility, develop training plan, schedule training, report monthly on training program, report billable hours.

Utilize the DBS-AWARE program for web-based reporting and billing.

Maintain attendance records and contact students who are absent.

Notify supervisor of problem students and make recommendations.

Maintain documentation of services provided and information as required to fulfill grant reporting requirements.

Coordinate training efforts with Division of Blind Services or School system to assess needs and report progress.

Perform related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervisor or administrator.

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SUPERVISION EXERCISED

Employee may perform in a lead capacity directing support staff or student assistants, as assigned.

MINIMUM QUALIFICATIONS

High school diploma or high school equivalency.

PREFERRED QUALIFICATIONS

Bachelor degree in Vision Rehabilitation or Teacher for Visually Impaired, Education, Occupational therapy or related area. ACVREP Certification or DBS Personnel Endorsement is preferred and can be obtained through training and experience. Experience working with visually impaired adults is helpful. Transportation is required as this position will require some travel to surrounding counties.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work but some tasks may involve frequent walking, standing. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 1/18