

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

VISION REHABILITATION CASE MANAGER/CAREER SPECIALIST

FLSA STATUS: NON-EXEMPT – PAY GRADE 16 – C

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL JOB DESCRIPTION

The Vision Rehabilitation Case Manager will provide academic and vocational program direction to students enrolled in the Pre-Employment Transition Services and Vocational Rehabilitation training programs. These identified students have a barrier or barriers to being successful in an academic and/or vocational training program environment and in transitioning from school to work.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Identify, recruit, and assess students who meet specified criteria.

Manage a caseload of students including the provision of job exploration counseling, work-based learning opportunities, employment coaching techniques and program oversight.

Prepare and document individual instructional plans and progress reports.

Assess, plan, develop, and provide instructional and preparatory services for individuals with blindness and visual impairments, consistent with the individual's strengths, resources, priorities, concerns, abilities, capabilities, interests, and informed choice so that individuals may prepare for and engage in gainful employment and be successful in competitive, integrated settings.

Facilitate appropriate lessons designed to ensure student achievement specific to life, academic and professional competencies, in both individual and group instructional settings. Provide and document monthly career planning services.

Create training opportunities through hands-on projects, film presentations, guest speakers, field trips, work-based learning, job-shadowing, community service, and workshops that lead to student mastery of life, academic and professional competencies, including developing resumes, finding employers, choosing appropriate jobs, application completion, networking, interviewing, and resigning.

Provide workplace readiness training to develop social and independent living skills.

Provide counseling on opportunities for enrollment in comprehensive post-secondary educational and/or vocational program.

Provide instruction in self-advocacy.

Provide outreach to historically underrepresented individuals and populations.

Review monthly service documentation for each student to ensure contract compliance. Record and report students who may be at risk of non-compliance.

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Ensure that each student is offered comprehensive services. Recommend caseload and/or service changes/modifications.

Provide programmatic supervision of the contracts or particular categories of the program.

Comply with all documentation requirements in a timely fashion including contacts and activities involving student achievement and activities. Develop and maintain a well-organized filing system and provide analysis and recommendations when requested.

Work with employers and civic groups to build awareness of and support for youth employment and achievement.

Complete pre-program, annual, and post-program Transition Comprehensive Functional Evaluations.

Perform other related duties, as assigned.

SUPERVISION RECEIVED

This position reports to the assigned administrator.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

Bachelor's degree from an accredited institution in visual disabilities, counseling, psychology, education, social work and/or health related field.

PREFERRED QUALIFICATIONS

Graduate degree. Certification related to vision field (COMS, TVI, CVRT, LVT, or CATIS).

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. 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

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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.

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