

CLASS TITLE: REHABILITATIVE TEACHER OF THE BLIND

Class Code: 02842200
Pay Grade: 21A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide teaching services to blind and visually handicapped clients; to instruct clients in such activities as Braille, typing, communications skills, crafts and homemaking; to lend support and assist blind and visually handicapped persons to become vocationally and personally adjusted to their handicap; such activities are directed toward the total rehabilitation of the individual who is blind assisting them to achieve their maximum level of independence; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific assignments and instructions are received with wide latitude for the exercise of initiative and independent judgement; work is reviewed through conferences and submitted reports for conformance to established policies and procedures.

SUPERVISION EXERCISED: Exercises general supervision over the work of an Automobile Driver who services as a guide for staff who is visually impaired.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Under supervision, obtains information about the effects of blindness on personal and social life, information on education, work experience, interests, and aptitudes; evaluates the blind person's mental and physical abilities and limitations and develops suitable instructional plan; on a state-wide basis, instructs blind persons in rehabilitation skills such as: knowledge of computer technology as it applies to various occupations, ongoing training in the use of adaptive equipment and software capable of large print or voice outputs; to stay abreast of advances in adaptive equipment and software and their compatibility with existing systems in order to constantly upgrade knowledge base on each advanced generation of accessible technology; enhance teaching skills to present complicated visual materials to persons without vision; to coordinate with employment candidate, rehabilitation counselor and employer in creating a functional work environment; i.e., proper lighting, adaptive technological equipment and software and organizing techniques to enhance the employee's value in the work place; to coordinate and facilitate, with rehabilitation counselor, a Career Exploration Assessment training session presently scheduled two days per month, 4 hours per day producing results of these sessions to enable the team consisting of rehabilitation counselor, rehabilitation teacher and client to identify each client's job goal as well as their strengths and weaknesses to enhance their job searching skills; to address psychosocial issues that need immediate attention, often through referral to appropriate resources, when counselors are not available; to instruct visually impaired individuals in the use of typing and computer techniques in order to become marketable or if they are already employed, to instruct advanced communication skills to maintain their employment; communication skills, such as: Braille reading and writing, typewriting, handwriting, methods of communicating with deaf-blind persons, homemaking, including food preparation, housekeeping, leisure-time activities; counsel and give information about using and obtaining special aids and appliances; advise the blind person's family as to ways of assisting the person who is blind; reports needs for eye care or other special services to the appropriate resources; consult with rehabilitation and casework staff to evaluate client's needs; confer with other staff on cases and works cooperatively with other agencies on cases; prepare case records on plans and movement of case; to coordinate the provision of vocational testing and the determination of prevocational education analysis with other rehabilitation staff members to educate the general public, through an ongoing public relations program, as to the merits,

methods and importance of rehabilitation teaching of the blind; to prepare reports and keep case histories; to do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Ability to acquire knowledge of the Federal and State Laws, regulations and standards and the policies of the Office of Rehabilitation Services, Services for the Blind and Visually Impaired, and the Department of Human Services pertaining to the blind and the rehabilitation of blind and the rehabilitation of blind persons; to acquire considerable knowledge of existing local community resources, cooperating private and other agencies; considerable knowledge of modern procedures in the guidance, training and rehabilitation of the blind and of social case work techniques; considerable understanding of the emotional, vocational, social, economic, and other problems of the blind; considerable knowledge of current developments in the fields of education and social work as they apply to the home instruction of the blind; ability to organize assigned work involved in home instruction to perform the duties of this position; to organize assigned field work, analyze home instruction service problems and develop appropriate work methods; to comprehend, analyze, and interpret basic law, regulations policies, procedures, objectives and techniques; to comprehend the many problems arising from blindness; to organize programs for individual clients designed to provide training, guidance and counseling services to the blind; to keep current with developments, trends of thought, and new methods in the field of social work, guidance, counseling and home training as they relate to the problems of the blind; to establish and maintain cooperative working relationships with the local community and cooperating with other agencies interested in or concerned with the issues of blindness; to establish rapport with newly blinded clients and provide assistance in their emotional, social and other problems; to compile the information required to prepare adequate intake records and to provide a basis for home instruction services; to provide home instruction to newly blinded persons in household operation, communication skills and techniques of daily life; to establish and maintain cooperative work relationships with local and other health, welfare, civic, educational and other organizations and to make the necessary referrals of clients thereto; to provide information concerning the Home Instruction Services and the other services of the Services for the Blind and Visually Impaired available for blind persons; to make the required contracts, by telephone or letter or by visits, of clients, physicians and other agencies to obtain needed information; to learn to utilize various types of electronic and/or manual recording and information systems including computers used by the agency, office or related units; to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position, American Sign Language or Braille may also be considered as acceptable forms of communications.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Masters Degree with a specialization in rehabilitation teaching of the blind; and

Experience: Such as may have been gained through: employment in a responsible staff position providing rehabilitation teaching to blind individuals in a public or private agency serving the blind.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

Editorial Review: 3-15-2003