

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

VISION REHABILITATION TRAINING SPECIALIST III

FLSA STATUS: NON-EXEMPT - PAY GRADE: 15 - C

GENERAL STATEMENT OF JOB

The Vision Rehabilitation Training Specialist III will provide training for students enrolled in the Vocational Rehabilitation, Older Blind, and Adult Program training programs. These identified students have a barrier or barriers to being successful in independent living and/or employment environments.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

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

Manage a caseload of students engaged in VERC training program(s).

Provide direct instruction in one or more training areas including home management, personal management, assistive technology, counseling, communication, orientation & mobility, and career exploration.

Prepare and document monthly training goals and progress.

Provide training to develop social and 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.

Recommend caseload and/or service changes/modifications.

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.

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

Perform related duties as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate supervising administrator.

SUPERVISION EXERCISED

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

MINIMUM QUALIFICATIONS

Bachelor's degree 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 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.

VISION REHABILITATION TRAINING SPECIALIST III - Page 3

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