

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2025**

**VISION REHABILITATION CASE MANAGER**

**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 provides academic and vocational program direction to students enrolled in the Pre-Employment Transition Services, Non-Vocational, and Vocational Rehabilitation training programs. These identified students face one or more barriers that hinder their success in academic and/or vocational training program environments and require tailored support to effectively transition from school to the workforce.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Identifies, recruits, and assesses students who meet specified criteria for rehabilitation training services.

Manages a caseload of students including the provision of job exploration counseling, work-based learning opportunities, employment coaching techniques and program oversight. Ensures comprehensive services are offered for each student. Recommends caseload and/or service changes/modifications.

Prepares and documents individual instructional plans and progress reports, ensures timely compliance with documentation requirements, and maintains a well-organized filing system with analysis and recommendations.

Assesses, plans, develops, and provides 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. Completes pre-program, annual, and post-program Comprehensive Functional Evaluations.

Facilitates appropriate lessons designed to ensure student achievement specific to life, academic and professional competencies, in both individual and group instructional settings. Provides and documents monthly career planning services. Provides assistive technology training and utilizes 3D printing technology for adaptive aids and learning models.

Provides career counseling and development, support for post-secondary and vocational exploration, instruction in self-advocacy, and training for transition-age students focused on employment or college preparation. Provides training and evaluations to help students navigate their environment, including adjusting mobility aids and assessing individual needs for optimal travel and visual comfort.

Creates 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.



## **VISION REHABILITATION CASE MANAGER/CAREER SPECIALIST – Page 2**

Provides outreach to historically underrepresented individuals and populations. Collaborates with employers and civic groups to promote adult and youth employment and achievement and engages in community outreach to increase referrals and collaboration.

Reviews monthly service documentation for each student to ensure contract compliance. Tracks student hours to confirm adherence to contract requirements. Offers additional training opportunities on an itinerant basis to comply with requirements

Provides programmatic supervision of the contracts or particular categories of the program. Provides support to staff to ensure student ratio and contract requirements are met

Creates a student-centric culture on campus/center that is positive and supportive.

Perform other related duties, as required.

### **SUPERVISION RECEIVED**

Supervision is received from the appropriate supervising administrator.

### **SUPERVISION EXERCISED**

None

### **MINIMUM QUALIFICATIONS**

Bachelor's degree from a regionally accredited institution in visual disabilities, counseling, psychology, education, social work, and/or rehabilitation or technical related field. At least one (1) certification in the vision field: Certified Orientation and Mobility Specialist (COMS), Teacher of the Visually Impaired (TVI), Certified Vision Rehabilitation Therapist (CVRT), Certified Low Vision Therapist (CLVT), Certified Assistive Technology Instructional Specialist for People with Visual Impairments (CATIS), or Division of Blind Services Assistive Technology Training Endorsement (DBSATT). Alternative rehabilitation certifications may be considered.

### **PREFERRED QUALIFICATIONS**

Graduate degree from a regionally accredited institution in visual disabilities, counseling, psychology, education, social work, rehabilitation and/or technical related field. At least one (1) certification in the vision field (COMS, TVI, CVRT, CLVT, CATIS, or DBSATT).

### **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.

**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

Revised: 3/5/25