

DESCRIPTION: Under immediate to general supervision, provides vocational coaching, assistance and/or training to persons with visual impairments and/or other disabilities at their home or worksite; attends employer orientations/training with clients and teaches clients to use adaptive equipment to perform the assigned work; provides various office clerical support; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

Positions allocated to this class are responsible to perform a variety of supportive functions in the rehabilitation of persons with visual impairment and/or other disability. This is distinguished from the Vocational Rehabilitation Counselor I and II classes which are responsible to perform vocational counseling to develop and monitor clients' rehabilitation plans. Positions allocated to the Vocational Rehabilitation Supervisor class, on a regular and recurring basis, supervise a minimum of three rehabilitation and/or counseling staff.

Positions allocated to the Visually Impaired Orientation Counselor series perform counseling and provide teaching to assist clients in adjusting to blindness.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do these examples include all the duties that may be assigned.)

Provides information regarding the purpose, nature and scope of available services to persons with disabilities, service providers, vendors and/or the general public.

Trains clients how to use speech and magnification programs, and other assistive technology.

Coaches clients at their job sites to ensure successful employment.

Assists clients with job searches, completing applications, and developing resumes.

Assists clients with transportation needs, both arranging transportation to and/or driving clients to meetings, appointments or programs.

Maintains various records and files accurately.

Answers incoming phone lines, determines nature of call and refers to appropriate resource when necessary; takes messages.

Arranges for meeting rooms, speakers, lodging and travel.

Prepares correspondence and transcribes materials from dictation, rough draft or electronic format.

Schedules vehicles for maintenance checks; reserves vehicles for various programs and daily usage for staff.

Reads materials for visually impaired staff and/or clients.

I72670 – VOCATIONAL REHABILITATION TECHNICIAN (continued)

Maintains inventory of office supplies and client supplies.

Receives incoming mail and disseminates to staff.

Participates in agency activities and special programs.

Orders equipment for clients to be used in their home or at the work site.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: adaptive equipment available for clients served; office practices; computer software programs; basic math; office equipment; record keeping practices; basic sign language.

Skill in: interviewing clients to collect essential information; applying proper grammar and punctuation to written documents; providing instruction and/or training to others, specifically individuals with visual impairments or other disability.

Ability to: learn and relay information regarding client services available through the agency; maintain accurate records; communicate effectively; operate office equipment; understand and apply work instructions, administrative policies and program guidelines; prioritize work to carry out assigned activities.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience providing coaching or training to individuals with visual impairment or other disability in a community organization or other area of social services delivery; OR post high school coursework/training in: social work, counseling/guidance, psychology, sociology, human development, education or related area.

SPECIAL NOTES:

Specific positions in this class may require an employee to possess a valid driver's license, or the ability to provide independent authorized transportation in order to perform work related travel.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).