CS-214

**Position Code**

1.

Rev 11/2013

State of Michigan Civil Service Commission

Capitol Commons Center, P.O. Box 30002, Lansing, MI 48909

POSITION DESCRIPTION

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| This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can, as the position description is used to determine the proper classification of the position. | |
| **2. Employee’s Name (Last, First, M.I.)** | **8.Department/Agency** |
|  | Labor and Economic Opportunity |
| **3. Employee Identification Number** | **9. Bureau (Institution, Board, or Commission)** |
|  | Bureau of Services for Blind Persons |
| **4. Civil Service Position Code Description** | **10. Division** |
| Blind Rehabilitation Instructor P-11 | Field Services Division |
| **5. Working Title (What the agency calls the position)** | **11. Section** |
| Vision Rehabilitation Therapist | Central Region |
| **6. Name and Position Code Description of Direct Supervisor** | **12. Unit** |
| Susan Root, SAM 15 | Gaylord-Escanaba Unit |
| **7. Name and Position Code Description of Second Level Supervisor** | **13. Work Location (City and Address)/Hours of Work** |
| Lisa Kisiel, State Division Administrator 17 | Escanaba State Office Building, 305 Ludington, Escanaba Mon-Fri 8:00 a.m.-5:00 p.m. OWS at Home |
| **14. General Summary of Function/Purpose of Position** | |
| The employee in this position will deliver a variety of professional assignments to carry out the activities of the Bureau of Services for Blind Person programs, including the Youth Low Vision (YLV), Independent Older Blind (ILOB), Independent Living Part B (IL-B), and Vocational Rehabilitation (VR) programs (including delivery of pre-employment transition services) of the state agency. The purpose of this position is to support individuals who are blind and have low vision in obtaining, maintaining, and enhancing their skills of blindness to ensure they can maximize their independence at home and in their community, including work and school.  The professional in this position will assess an individual’s functional vision loss and will develop a service delivery plan in collaboration with the customer’s service delivery team to address those functional limitations. SMART goals should be used to be able to assess progress toward meeting those mutually identified goals. The Rehabilitation Professional will provide training in the areas of basic orientation & mobility, skills of blindness, adaptive technology skills, the use of low vision devices, and assisting with community resources and referrals. The rehabilitation professional in this position will act as a subject matter expert in the field of blindness and low vision for counselors, community partners, and businesses. | |

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| **15. Please describe the assigned duties, the percentage of time spent performing each duty, and what is done to complete each duty.**  **List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.** |
| Duty 1  **General Summary of Duty 1 % of Time 20**  Process new applicants to determine eligibility for services based on the requirements of the most appropriate program that will meet their needs. Assess functional limitations related to blindness, low vision, and, if appropriate, other disabilities as they present. Develop a plan utilizing knowledge gained from a comprehensive assessment of rehabilitation needs to address the identified functional limitations. |
| **Individual tasks related to the duty.**   * Interview customers, family, identified community representatives, educators, and employers to gather information to consider for eligibility determination. * Review existing information and complete a comprehensive assessment of the current level of functioning to determine eligibility for program services. * Utilize professional knowledge of disability, including visual impairments, to determine if the customer meets the criteria of eligibility for available programs. * Document information into the electronic case management system (ECMS) of all activities and information obtained to make an eligibility determination. * Notify customer and/or representative of eligibility determination and next steps according to the program flow. * Work collaboratively with customers and their representatives to create a plan that will outline interventions necessary to achieve goals. * Create a mutually agreed upon plan that identifies the start and end date of services, description of services, cost, and who will pay for the service, with anticipated outcomes. * Document all activities and information, providing options for customers to make informed choices for all elements of the plan, including justification of decisions related to that plan. * Identify appropriate equipment for use in rehabilitation instruction, including low vision devices, orientation & mobility tools, daily living needs, and communication devices. * Works with other team members to ensure a fully rounded, comprehensive program for an overall rehabilitation program meeting customers’ individual needs. * Obtain customer agreement with a plan by securing a signature/date or waiver. |
| Duty 2  **General Summary of Duty 2 % of Time 30**  Implement services listed in the plan. Monitor progress up to and including maximum benefit from interventions. Provide direct instruction and consultation to customers, families, educators, community members, and businesses on adaptive devices, equipment, and resources for inclusion and independence. Make appropriate referrals to services available to support adjustment and improve function. |
| **Individual tasks related to the duty.**   * Carry out a wide range of administrative and direct services to implement the plan. * Provide instruction on all aspects of skills of blindness activities, including money handling, use of telephone, including smart phones and devices, time keeping devices, home orientation and mobility, grades 1 and 2 of the UE braille code, labeling techniques, and other communication techniques, and leisure activities. * Provide and instruct on low vision devices. * Instruct on skills and techniques for cooking, use of appliances, cleaning, identification of medicines, and clothing. * Provide travel instruction incorporating the use of special lenses, long canes, a human guide, and electronic travel devices. * Conduct in-person meetings to deliver, set up, and train customers on mitigating devices/techniques. * Assist customers with access to supports and services available to individuals who are blind or have low vision by making referrals and assisting with applications to appropriate community services. * Monitor and document the impact of implemented services by establishing an agreed-upon improvement up to and including the maximum benefit of interventions. * Utilizing the ECMS, documents all daily and monthly progress as appropriate. * Troubleshoot newly identified needs with the option to update service plans as necessary. |

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| Duty 3  **General Summary of Duty 3 % of Time 20**  Discontinue services as appropriate for BSBP programs. |
| **Individual tasks related to the duty.**   * Maintain and document clear responsibilities of both the customer and BSBP related to service delivery. Resulting in clear and concise guidance as to when the customer achieves their goals, and case closure will occur. * Provide resources so that customers can independently address their future needs relating to the maintenance, repair, and ultimate need to replace broken or outdated equipment. * Provide information and referral for customers to be able to have resources to access opportunities for ongoing skill building. * Document all activities leading up to and including closure of the case file in the electronic case management system. * Consult and follow policy relative to case closure. |
| Duty 4  **General Summary of Duty 4 % of Time 20**  Stay abreast of policy and procedure regarding service provision, federal and state programs, and emerging adaptive technologies. |
| **Individual tasks related to the duty.**   * Maintain a knowledge of the programs offered by the BSBP Field Services Division as a Blind Rehab Instructor, including the Youth Low Vision, Independent Living Older Blind, Independent Living Part B, and Vocational Rehabilitation, including pre-Employment Transition Services. * Keep updated with BSBP policies, procedures, and trainings available on multiple BSBP platforms to enhance knowledge and service delivery to BSBP customers. Platforms include the ECMS, PowerDMS, and YesLMS. * Maintain knowledge of teaching, basic orientation and mobility techniques, adaptive technology, and methods for instruction of blind and low vision customers. * Stay updated on emerging technologies, tools, materials, and equipment available for enhancing the lives of blind and low vision customers BSBP serves. |

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| Duty 5  **General Summary of Duty 5 % of Time 10**  Other duties as assigned |
| **Individual tasks related to the duty.**   * Provide outreach activities to educate and inform individuals and groups about BSBP. Making available to individuals and groups about BSBP programs and providing wide access for referrals and applications. * Provide consultation and recommendations to internal and external customers to support program goals and individual customer needs. * Collaborate with medical eye professionals and educational staff, community members, and businesses to ensure adequate access to services from BSBP and increase integration of customers. |
| Duty 6  **General Summary of Duty 6 % of Time** |
| **Individual tasks related to the duty.**   |

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| **16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.**   1. Assist in and determine eligibility for BSBP programs based on program criteria. This will impact who has access to BSBP services as well as the Agency in the requirement to follow federal, state, and agency policies. 2. Identify and recommend services/equipment/training based on professional experience to meet customer, program, and business needs. This will impact customers, families, communities, educational institutions, and employers by improving access for BSBP customers. Impact of service choices and costs may impact the annual budget and number of persons served by the agency. | | | |
| **17. Describe the types of decisions that require the supervisor’s review.**  Approval of service expenditures above policy-driven spending limits based on the program. | | | |
| **18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.**   1. Frequent sit/stand options 2. Driving/traveling throughout the assigned territory 3. Frequent lifting/carrying up to 5# and occasionally up to 50# 4. Traversing even and uneven surfaces in the community and office. | | | |
| **19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, ongoing basis. (If more than 10, list only classification titles and the number of employees in each classification.)** | | | |
| **NAME** | **CLASS TITLE** | **NAME** | **CLASS TITLE** |
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| **20. This position’s responsibilities for the above-listed employees include the following (check as many as apply):**  **Complete and sign service ratings. Assign work.**  **Provide formal written counseling. Approve work.**  **Approve leave requests. Review work.**  **Approve time and attendance. Provide guidance on work methods.**  **Orally reprimand. Train employees in the workplace.** | | | |

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| **22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?**  **Yes** |
| **23. What are the essential functions of this position?**  The person in this position will be the primary provider of rehabilitation teaching services in their assigned territory, with frequent travel required within their territory. Essential functions include providing teaching of skills of blindness, basic orientation and mobility techniques, adaptive technology, and accessing community resources. |
| **24. Indicate specifically how the position’s duties and responsibilities have changed since the position was last reviewed.**  This position essential duties have remained the same. There is an expectation the professional in this position should have a strong ability to teach adaptive technology in areas such as smart phones, time keeping and other devices depending on the needs of the customer, keeping up with new and emerging technologies. |
| **25. What is the function of the work area, and how does this position fit into that function?**  The BSBP Field Services Division provides vocational rehabilitation, independent living, youth low vision, and other services to blind and low vision persons with in an assigned a catchment area of the state of MI. The person in this position maintains a caseload of customers providing direct services in line with BSBP policy and procedure, operating within the framework of Federal and State regulation. |

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| **26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?** |
| **EDUCATION:**  Possession of a bachelor's degree with a major in blind/visually impaired. BSBP prefers those with a master’s degree in Blind Rehabilitation Teaching, Vision Rehabilitation Therapy. |
| **EXPERIENCE:**  None |
| **KNOWLEDGE, SKILLS, AND ABILITIES:**  Demonstrate considerable knowledge of the principles and practices of blind rehabilitation.  Demonstrate considerable knowledge of the principles of instruction.  Strong knowledge of Grade 1 UE Braille and good understanding of Grade 3 UE Braille, and labeling techniques.  Demonstrating logic and sound judgment under stressful situations.  Considerable knowledge of the materials, supplies, and equipment necessary for rehabilitation instruction of the blind.  Considerable knowledge of blind mobility and orientation techniques and methods.  Considerable knowledge of recent developments and current literature in the field of rehabilitation for the blind.  Considerable computer skills including Microsoft Office, case management software, cloud-based applications, mobile platforms, etc.  Ability to obtain the confidence and cooperation of blind participants.  Ability to assist participants in adjusting to the loss of sight.  Ability to maintain records, prepare reports, conduct correspondence, and attend meetings/conferences related to the work.  Demonstrate the ability to teach customers independent living skills.  Demonstrate the ability to engage businesses and community partners to highlight the relevancy of classes to employment.  Knowledge of ADA and common accommodations for blind persons, deaf/blind persons, low vision persons, and mental health conditions.  Demonstrate a working knowledge of challenges facing individuals with disabilities and how print materials, as well as electronic documents, can be made accessible to the blind and print disabled. |
| **CERTIFICATES, LICENSES, REGISTRATIONS:**  None, however, certification as a Vision Rehabilitation Therapist is appreciated. |
| ***NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.*** |
| ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.*** |
| **Supervisor’s Signature Date** |
| **TO BE FILLED OUT BY APPOINTING AUTHORITY** |
| **Indicate any exceptions or additions to statements of the employee(s) or supervisors.** |
| ***I certify that the entries on these pages are accurate and complete.***    **Appointing Authority Signature Date** |
| **TO BE FILLED OUT BY EMPLOYEE** |
| ***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***    **Employee’s Signature Date** |

NOTE: Make a copy of this form for your records.