

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>EXP</b>	<b>Job Code:</b>	<b>ACV38446</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRBLIND</b>
<b>EEO Category:</b>	<b>01</b>	<b>Grade:</b>	<b>19</b>
<b>Workers Comp Code:</b>	<b>2501</b>		

<b>Job Code Established:</b>	<b>01/01/85</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>09/02/00</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Blind Industries Rehabilitation Series

**JOB CODE TITLE:** **BLIND INDUSTRIES REHABILITATION UNIT MANAGER**

**HRIS TITLE:** **BLIND INDS REHAB UNIT MGR**

**WORK DESCRIPTION:** Directs, personally and through subordinate supervisors, staff engaged in work activities and adjustment, job placement and vocational evaluation of blind/visually-impaired persons; establishes schedules; assigns and evaluates staff; establishes unit policies, evaluates unit performance; reviews/monitors client program progress and job placement; counsels clients; writes budget requests, reports, memoranda and correspondence.

**WORK ACTIVITIES:** interviews applicant for services, noting essential identifying information, and applicant's need and reason for applying.

Examines and reviews applications, case records, medical records and associated materials relating to eligibility for vocational rehabilitation services.

Informs client of resources for help in the community and of other facts and events that will help client in terms of support, treatment, rehabilitation or independent living.

Discusses client's current situation with client, listens, offers suggestions and helps client with perception, self-realization or orientation, in accordance with program goals and objectives.

Counsels handicapped persons to improve their confidence, capability and functioning in daily life.

Counsels individuals in accordance with individual treatment plans and specific methodologies and techniques.

Develops service plan for client, based on knowledge of client's situation, gained from interviewing and gathering case information.

Verifies progress of clients in vocational rehabilitation programs by personal interviews at various intervals in the course of the program.

Writes summary reports on client's condition or situation, on case actions taken or planned.

Explains agency policies, procedures and practices to applicants, clients, representatives of other agencies, or outside individuals or groups.

Attends staff meetings relating to client treatment; gives and receives information, participating in problem-solving and decision-making.

Confers with other practitioners and technical experts in own field of specialization, in order to broaden knowledge, acquire specific information or obtain advice or consultation.

Attends meetings of community action or community service organizations; gives and receives information, provides information or consultation.

Consults manual of policy and procedure in order to ensure that actions to be taken are in keeping with laws or rules.

Performs related work as required.

**WORK CONDITIONS:** Long hours of concentration on detail; some face-to-face contact with blind/visually-impaired persons.

**SUPERVISION:** Works under direction of the Blind Industries Program Manager, exercising discretion and independent judgment within policies and procedures established for the work system.

**WORK RESULTS/PRODUCTS:** Functioning work unit; (desired) functionally enhanced client; reviewed client diagnosis, objectives, progress, placement; program plans, policies, procedures; activity schedules; assigned and evaluated staff; evaluated unit performance; written budget requests, program evaluations, cyclical activity reports, memoranda and correspondence.

**RESPONSIBILITY:** For the quality of work products, accurate and timely completion of work processes; effectiveness of work unit.

**AUTHORITY:** Decisions on client acceptance in program; plans, policies and procedures for program components; contract work acceptance; assignments and evaluation of subordinates.

### **KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:** Federal and State laws, statutes, rules and regulations governing the provision of rehabilitation services to blind/visually-impaired persons; principles and practices of vocational rehabilitation; functional limitations imposed by blindness/ visual impairment; needs and responses of blind/visually-impaired persons; occupational opportunities and labor market trends in the community; community resources available for the alleviation of health, education, financial and socialization needs; policies and procedures established for the work system; the principles and practices of work leadership and management.

**Skill/Ability to:** Apply the principles and practices of work leadership and management; interpret, analyze and evaluate medical/psychological/vocational data; counsel blind/visually-impaired persons to provide information, resolve problems, motivate and console; observe and interpret behavior as it impacts potential employment; establish and maintain work relationships with blind/visually-impaired persons, service providers, employers and company representatives.