

## STATE OF ARIZONA JOB CODE SPECIFICATION

<b>FLSA:</b>	<b>NEXP</b>	<b>Job Code:</b>	<b>ACV38453</b>
<b>Job Class Code:</b>	<b>770</b>	<b>Salary Schedule:</b>	<b>ASRRREHAB</b>
<b>EEO Category:</b>	<b>02</b>	<b>Grade:</b>	<b>18</b>
<b>Workers Comp Code:</b>	<b>8835</b>		

<b>Job Code Established:</b>	<b>09/28/92</b>	<b>Effective Date:</b>	
<b>Job Code Revised:</b>	<b>09/02/00</b>	<b>Effective Date:</b>	

**JOB CODE SERIES:** Rehabilitation Services Series

**JOB CODE TITLE:** REHABILITATION INSTRUCTIONAL SERVICES SPECIALIST III

**HRIS TITLE:** REHAB INSTRL SVCS SPCT III

**CHARACTERISTICS OF THE CLASS:** Works under general supervision of the Rehabilitation Instructional Services Program Manager, exercising discretion and independent judgment within policies and procedures established for the work system. Has the authority to make decision on applicant feasibility, duration and type of services provided; development of alternative teaching methods, technical assistance provision; recommendations on provision of equipment/adaptive aids. Serves as senior specialist in the provision of rehabilitation instructional services; interviews applicants, evaluates needs; determines feasibility; plans and presents individualized instructional program; develops alternative teaching methods to aid a broad range of visually-impaired persons; provides training/technical assistance to community service providers; compiles and disseminates information on low vision adaptive aids/appliances; may provide adjustment to blindness counseling. Work product consists of (Desired) a higher functioning client; interviewed and evaluated applicants, feasibility determinations; individualized program plans; instruction provided; client progress evaluations; counseled clients; technical assistance and training provided community service organizations; developed alternative teaching methods; current/updated adaptive aids information; written records, reports, memoranda and correspondence. Responsible for the quality of work products, accurate and timely completion of work processes.

**EXAMPLES OF DUTIES:** Interviews applicant for services, noting essential identifying information, and applicant's need and reason for applying. Develops service plan for client, based on knowledge of client's situation gained from interviewing and gathering case information. Counsels handicapped persons to improve their confidence, capabilities and functioning in daily life. Teaches independent living skills (personal hygiene, food preparation, home maintenance, utilizing public transportation) to blind or visually-impaired persons in their homes. Teaches visually handicapped persons the use of various devices that will improve their ability to function successfully in the community and in daily living (long cane, cassettes, large print books, specially adapted housekeeping devices, et. al.). Records student performance; evaluates student progress. Attends meetings of community action or community service organizations; gives and receives information, provides information and consultation. Searches in files and catalogs for new products and new vendors for established products; utilized catalog library, telephone directory, and other sources; adds to current lists or compiles new lists. Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty. Confers with, and advises directors and staff of community programs providing education, training, or services to blind/visually impaired persons. Develops curricula for handicapped persons in an educational program, with assistance of educators and technical specialists. Develops and participates in the development of training aids, instructional guides, written and performance tests and other instructional course materials. Teaches Braille reading and writing to persons with visual handicaps. Performs related work as required.

**WORK CONDITIONS:** Long hours of face-to-face contact with blind/visually-impaired persons, community representatives; services may be provided in clients' homes; may require frequent travel; may independently provide full range of rehabilitation instructional services in a designated rural area.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:** functional limitations imposed by blindness/visual impairment; learning and mobility problems of blind/visually impaired persons; methods and techniques of instructing blind/visually-impaired persons; adaptive aids/devices available for the visually impaired; needs and responses of blind/visually-impaired persons; community resources available for the alleviation of health, education, financial and socialization needs; policies and procedures established for the work system.

**Skill/Ability to:** teach a range of independent living skills to blind/visually-impaired persons; observe, interpret and evaluate behavior; counsel blind/visually-impaired persons to provide information, resolve problems and facilitate their adjustment to disabling conditions; communicate verbally and in writing; interview to elicit information; establish and maintain work relationships with blind/visually-impaired persons, their relatives, counselors, special interest group representatives, community services providers, community education personnel and the general public.

**SPECIAL SELECTION FACTORS:** Requires permanent certification as provided by the American Association of Workers for the Blind. Depending upon assignment, may require certification in both orientation/mobility and rehabilitation teaching.