



Functional Job Description

Identification

Position Number: 22101954

Internal Title: Rehab Technology Coordinator

Division: Division of Services for the Blind

Senior/Hiring Manager: Gustavo Manzanales

Funding Source: (90%) Federal (10%) State

Revision Date: 07/21/2022

OPM DSB Teacher for the Blind

Grade: GS06

Class Code: E039C

Cost Center: B520419430

Position Summary

The Rehabilitation Technology Coordinator will function as the Teacher for the Blind. The Rehab Technology Coordinator works under general supervision to provide training and technical evaluation of computer software and hardware to clients, staff, and the general public. This position will monitor and evaluate progress of clients regarding technological needs. Provision of evaluation, training, and development of computer systems and technology to meet client's goals and objectives. This position is governed by state and federal laws and agency policy.

Education and Professional Work Experience

Minimum Qualifications

The formal education equivalent of a bachelor's degree in social work, psychology, rehabilitation counseling, education or a related field; plus three years of experience in case management, counseling or a related area. Association of Education and Rehabilitation of the Blind and Visually Impaired certification as a rehabilitation teacher.

Knowledge, Skills, and Abilities

- Knowledge of rehabilitation training techniques for the blind/visually impaired.
- Knowledge of aids, appliances, or equipment used to enhance the functioning of the blind/visually impaired.
- Knowledge of agency and community referral sources.
- Knowledge of state and federal benefit eligibility requirements.
- Ability to teach independent living skills.
- Ability to interview and obtain and provide information.
- Ability to devise or modify independent living techniques or devices to meet individual needs.
- Ability to prepare reports and maintain case records.



Functional Job Description

Job Responsibilities and Expected Results

Key Business Processes/Duties

1. Provides training and evaluation to clients for computer software and hardware. Follow up reports are to be processed within 5 days of consultation.
2. Provides technical support for clients and/or staff regarding computer system installation and work site accessibility.
3. Provides case documentation, evaluation, and reports. Follow up reports are to be processed within 5 days consultation. Monthly reports are to be processed 3 days after the month ends.
4. Provides client training activities for technology in the lab and at the worksite. Follow up reports are to be processed within 5 days of consultation.
5. Provides assessment, research and evaluation of procedures and actions to aid in the development and planning of client and staff technology needs. Follow up reports are to be processed within 5 days of consultation.
6. Develops plans for client access, training, and planning for future technology requirements and needs.
7. Provides guidance, research, and demonstration of technology needs of the blind and visually impaired.
8. Performs public relations activities for the agency.
9. Performs related responsibilities as required or assigned.