HR209

WAGE JOB DESCRIPTION - DSAs

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| Name: | | Position Number: RCBWE075, RCBWE076, RCBWE077, |
| Agency Name & Code: VA Rehabilitation Center f/t Blind and Vision Impaired, 263 | | Division, Work Location & Code: Henrico, 087 |
| Role Title & Code: Direct Services Associate II-49052 | | Work Title: Peer Mentor-LIFE |
| Pay Band: 2 | | Supervisor’s Position Number, Role Title & Code:  Role Title & Code: RCB00026, Program Administration Specialist II, 19212 |
| FLSA Status: ***Non-Exempt*** | | Date of Job Description:  12/18/2024 |
| Will the position have access to personally identifiable and confidential information about agency consumers and/or agency staff? **\_\_\_x\_\_\_\_**YES  **\_\_\_\_\_\_**NO | | |
| KSAs and/or Competencies required to successfully perform the work:  **Knowledge/Experience:**   * Knowledge of and demonstrated proficiency in blindness skills used in academic, social and employment settings. * Knowledge of basic acceptable behavior as it relates to youth. * Demonstrated proficiency with Microsoft Office Suite including Microsoft Word, Internet Explorer, Excel, and PowerPoint. * Demonstrated strong oral and written communication skills.   **Skills/Abilities:**   * Ability to secure the confidence, respect, and cooperation of teenagers and exercise tact, initiative, and good judgment in dealing with them. * Ability to perceive, observe, and address problems as they arise. * Ability to participate in and provide guidance to students in planned confidence-building activities. * Displays a high level of initiative, effort, attention to detail and commitment by completing assignments efficiently with minimal supervision. | | |
| Education, Experience, Licensure, Certification required for entry into position:  **Additional Consideration:**  Combination of training and experience with blind and vision impaired teenagers. | | |
| **%** | Core Responsibilities | |
| 85% | Mentoring/Instruction   * Applies knowledge of program rules and practices while providing instruction to students and modeling blindness skills and problem-solving skills as related to independent living and academic success. * Fosters independence by providing supportive encouragement (mentoring) and instruction in self-advocacy to youth in a one-on-one or small group situation and gives instruction, advice, and assistance. * Exercises situational judgment and discretion while providing supervision during group trips and social functions. * Confers with supervisor, case manager, or instructional staff regarding student issues; attends staff meetings. * Plans, implements, and leads group activities such as Conversations About Blindness classes to teach advocacy skills and problem solving. * Collects, records, and reports student data; maintains logbooks via computer and prepares incident reports and/or related institutional forms. * Participates in and provides instruction during selected aspects of the LIFE Programs, including confidence-building activities, ACE Academy, Conversations About Blindness, and other aspects of program as assigned. * Provides guidance and direction to transition age students who are blind. * Provides initial on-the-job guidance for students in their work-based learning experience. * Substitute teaches as needed. | |
| 10% | Evaluation:   * Informally evaluates students on their preparedness for living independently, employment readiness, and academic success through observations during class time and during evening activities. * Communicates findings and recommendations both orally and in written format, as they relate to students’ goals. | |
| 5% | Communication:   * Reports to Assistant Director for Instruction and center case manager observations regarding students existing skills, present needs, and any instructional recommendations and strategies. * Provides accurate written documentation such as journal entries, incident reports, etc. * Participates in all assigned student staffing’s to discuss observations and recommendations for promoting independence, academic skills and employment-readiness activities. * Other duties as assigned. | |
| **employees may be required to perform other duties as assigned in response to an emergency declaration.** | | |

**Essential Job Requirements (Indicate by each E = Essential, M = marginal, or N/A)**

**Physical Demands and Activities:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Light lifting < 20 lbs. | m | Standing | e | Sitting | m | Bending | m |
| Moderate lifting 20-50 lbs. | n | Lifting | m | Walking | m | Climbing | n |
| Heavy lifting > 50 lbs. | n | Reaching | m | Squatting | m | Kneeling | n |
| Repetitive use of both feet | n | Right foot only | n | Left foot only | n |  |  |
| Repetitive use of both hands | n | Right hand only | n | Left hand only | n |  |  |

**Emotional and Mental/Sensory Demands:**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Work is: fast paced  May choose multiple responses. | m | Average paced | m | Self-paced | m | Workflow paced | m |
|  |  |  |  |  |  |  |  |
| Multiple priorities | m | Memory | m | Hearing |  | Reading | m |
| Intense customer interaction | e | Logic | m | Reasoning | m | Analyzing | n |
| Multiple stimuli | n | Verbal communication | e |  |  |  |  |
| Frequent change | m | Written communication | e |  |  |  |  |

# Other Job Requirements: Yes or No

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| --- | --- | --- | --- | --- | --- |
|  | Yes | No |  | Yes | No |
| Employee is required to drive a car? |  | x | Employee uses a computer frequently? | x |  |
| Employee operates heavy equipment? |  | x | Employee is exposed to noise? |  | x |
| Employee is exposed to marked changes in temperature or humidity? |  | x | Employee is exposed to dust, gas, chemicals or fumes? |  | x |

If any responses are yes, please describe.

Will use computer to communicate with supervisor and to provide reports.

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| ***Confidentiality Statement*** |
| By signing this document, I acknowledge and understand that I may have access to confidential information regarding employees and/or customers. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to my employer. Therefore, except as required by law or policy, I agree that I will not:   1. Access data that is unrelated to my job duties; 2. Disclose to any other person, or allow any other person access to, any information related to my employer that is proprietary or confidential and/or pertains to employees and/or customers. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.   I understand that my employer and its employees and/or customers, staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that my employer may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action, up to and including, my termination of employment. |

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| ***Code of Ethics*** |

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| DBVI/VRCBVI has a Code of Ethics located on the agency website. By signing, I certify that I have reviewed and will follow this Code in my work activities. [Publications - VDBVI (virginia.gov)](https://www.dbvi.virginia.gov/publications.htm) |

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| ***Information Security Access*** |

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| I acknowledge that I have read, signed, and will abide by my agency’s security and computer access policies. | | |
| Employee Signature/Date | Supervisor Signature/Date | Reviewer Signature/Date | |