

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 8301400

Instructor Of The Blind, Grade 18	8301400
Mobility Instructor, Grade 18	8323300
District Manager Services For The Blind, M-1	8316600
Regional Coordinator Services For The Blind, M-2	8316700

Brief Description of Class Series

Positions in this series plan, teach, direct, and supervise the provision of mobility and non-vocational rehabilitation services (communication, personal, and home management skills) to individuals who are legally blind or visually impaired.

Most positions are classified at the Office of Children and Family Services (OCFS), with additional Instructor of the Blind positions at the Department of Corrections and Community Supervision (DOCCS) and additional Mobility Instructor positions at the State Education Department's (SED) School for the Blind.

Distinguishing Characteristics

Instructor Of The Blind: full performance level; under the general direction of a District Manager Services For The Blind at OCFS or other higher-level staff at DOCCS, performs the full range of duties associated in organizing, planning, and directing the provision of vision rehabilitation therapy to individuals who are legally blind or visually impaired.

Mobility Instructor: full performance level; under the general direction of a District Manager Services For The Blind at OCFS or other higher-level staff at SED, performs the full range of duties associated with orientation and mobility, assisting in the development of the capacities and strengths of individuals who are blind and visually impaired.

District Manager Services For The Blind: managerial level; under the general direction of a Regional Coordinator Services For The Blind, supervises and coordinates all programs and services in a district office of the New York State Commission for the Blind, including rehabilitation counseling, vending services, mobility and rehabilitation instruction, children's services, and community services; oversees fiscal management of the district office; maintains good community relations; and, administratively supervises Senior Vocational Rehabilitation Counselors and

other district office staff.

Regional Coordinator Services For The Blind: managerial level; under the general direction of the Director Bureau Field Operations & Implementation, functions as the New York State Commission for the Blind Upstate or Downstate Regional Coordinator; provides management, direction, and guidance to all District Managers Services For The Blind within the assigned region; and serves on the Commission's senior management team.

Related Classes

Vocational Rehabilitation Counselors provide counseling to individuals with disabilities with the goal of helping individuals attain employment, education, and independence in daily living. Positions draft and coordinate vocational rehabilitation plans tailored to each individual, and are classified at various State agencies in field and central office settings.

Illustrative Duties

Instructor Of The Blind

Establishes and maintains lines of communication and a close working relationship with local area agencies involved in providing teaching and rehabilitative services for legally blind and visually impaired individuals within the community.

- Informs local agencies of the existence and availability of aids and appliances adapted for use by the visually impaired, the sources from which they can be obtained, and information describing them.
- Conducts workshops and other forms of in-service training for local agency staff and for private contracted home instructor-trainers.

Interviews individuals to obtain information and evaluate the ability of the individual to assimilate knowledge and skills.

- Establishes rapport with individuals by meeting and speaking with them to facilitate communication and enhance the success of the potential rehabilitative teaching sessions.
- Questions individuals to determine what training they desire and arranges future meetings with the consumers to discuss possible learning programs and/or commence training.
- Suggests to individuals those services, aids, and appliances which will prove to be of benefit in their particular case.

- May perform an introductory Braille lesson to elicit the individual's interest and promote motivation.
- Informs individuals of the availability of instruction, rehabilitative facilities and services, aids and appliances, community services, and of the benefits mandated by law.
- Prepares written reports regarding the status of each individual to establish a case history.

Teaches individuals various skills such as grooming, basic orientation to the home, homemaking, tool usage, record keeping and financial management, health and safety activities, communications and social amenities or skills, leisure time activities including recreations and crafts, community resource utilization and location of other aid resources, and impact of legislation in social benefit programs. Such instruction can be provided in a variety of settings including the individual's home, school, workplace, or in the community.

- Informs individuals of the feasibility of various learning programs and their components in order to prepare them for the learning situation.
- Formulates and records personalized training plans for each individual that will help them relearn or make adaptations in living skills in order to enable them to function at maximum levels of capability. Each training plan contains such information as topics to be covered, objectives of the training plan, materials to be utilized, an introduction of the topic, a presentation of the course material, a practical application of the source material, a method of testing and a means of assessing the acquired knowledge, skills, or abilities.
- Carries out a program of personalized instruction by using verbal and tactile instructions and having the individual practice various techniques.
- Evaluates the individual's progress in each portion of a program to determine future teaching strategies.
- Coordinates the implementation of rehabilitation teaching services in conjunction with other program staff.

Arranges and participates in in-service training sessions for staff who are involved in the instruction of the legally blind and visually impaired at hospitals, nursing homes, developmental centers, and at other social services and rehabilitative centers.

- Assesses community resources and needs to ascertain the suitability of conducting in-service training programs.

- Arranges, often in conjunction with Mobility Instructors, a planned program designed to familiarize agency staff with various techniques used in the rehabilitative teaching of the legally blind and visually impaired.
- Instructs staff members in the application of specific techniques used for the instruction of visually impaired individuals.
- Demonstrates to staff members the application of blind teaching techniques in a real-life situation.

Mobility Instructor

Reviews new cases to determine whether individuals meet eligibility requirements of the agency and/or whether individuals can benefit from Orientation and Mobility Training.

- Accepts and screens referrals for orientation and mobility training from agencies and individuals.
- Evaluates individuals needs relative to their vocational goals.
- Develops and carries out personalized orientation and mobility training for each acceptable individual.

Provides Orientation and Mobility training to blind persons.

- Works with children, adult, and elderly individuals in their homes and neighborhoods.
- Assists with basic orientation and concepts of body awareness, directionality, and geometric shapes.
- Assists individuals with obtaining independence and confidence.
- Teaches primary travel systems using residual vision, sighted guide, long cane, prescribed low vision aides or a combination of travel systems.
- May integrate the use of a guide dog and electronic vision enhancement systems.
- Teaches effective indoor travel techniques.
- Teaches self-protective techniques.
- Provides training and room or building familiarization.

- Teaches safe and effective negotiation of outdoor areas including street crossing at various traffic-controlled intersections.
- Assists with learning how to use public transportation.
- Follows up, after the completion of training, to determine whether further training or assistance is needed.

Coordinates services with other agencies provided to the individual, including transportation services, physical therapy, occupational therapy, and counseling services.

District Manager Services For The Blind

Serves as contact and fiscal agent for the Commission in negotiating with local contract agencies, interprets contract standards, and authorizes payments for services provided.

Develops service delivery capabilities in areas not covered by private agency service providers by identifying individuals to act as private vendors, screening qualifications, and providing training and orientation where necessary.

Coordinates all grant activity for new and existing program initiatives.

Ensures community awareness of Commission service availability through visits to local businesses, school districts, and employers to promote them.

Supervises the maintenance and updating of the district case management information system for controlling and inputting data for caseload tracking and service authorization.

Performs the full range of administrative supervisory responsibilities.

Regional Coordinator Services For The Blind

Provides leadership to District Managers Services For The Blind and other district office staff in the assigned region.

Supports the Director Bureau Field Operations & Implementation in direct negotiations with service providers, discussions with organizations which represent the blind and visually impaired, meetings with individual clients and their representatives, and discussions with other governmental agencies.

Assists the Director Bureau Field Operations & Implementation in developing, maintaining and revising Commission statewide policies, disseminating these policies to the district offices, ensuring the implementation of these policies in the region, and directing the development, maintenance, and revision of regional program policy and procedure manuals.

Monitors spending in the region to ensure that it does not exceed the annual budget.

Works directly with District Managers Services For The Blind and other district office staff to develop new employment opportunities for blind and visually impaired individuals, expand existing employment networks, identify current business needs in the region, forge and maintain relationships with local employers, review proposed employment training programs, and assist district office staff in working with providers to develop new employment training programs.

Represents the Commission at meetings, events, and workgroups.

Performs the full range of administrative supervisory responsibilities.

Minimum Qualifications

Instructor Of The Blind

Open Competitive: bachelor's or higher degree in rehabilitation teaching or vision rehabilitation therapy; OR bachelor's or higher degree in any field and successful completion of courses that specifically address all of the following areas: Anatomy of the Eye and Low Vision, Psycho-Social Aspects of Visual Impairment, Medical Aspects of Disability, Grade II/British Grade 2/or Unified English Braille, Methods in Rehabilitation Teaching, and Practicum/Field Work/or Internship in Rehabilitation Teaching; OR current certification as a Certified Vision Rehabilitation Therapist (CVRT) from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP), or a National Certification in Rehabilitation Teaching for the Blind (NCRTB) from the National Blindness Professional Certification Board (NBPCB).

Mobility Instructor

Open Competitive: bachelor's or higher degree in orientation and mobility; OR bachelor's or higher degree in any field and successful completion of courses that specifically address all of the following areas: Anatomy of the Eye and Low Vision, Psycho-Social Aspects of Visual Impairment, Medical Aspects of Disability, Methods in Orientation and Mobility, and Practicum/Field Work/or Internship in Orientation and Mobility; OR current certification as a Certified Orientation and Mobility Specialist (COMS) from the Academy for Certification of Vision Rehabilitation and Education Professionals (ACVREP), or a National Orientation and Mobility Certification (NOMC) from the National Blindness Professional Certification Board (NBPCB).

District Manager Services For The Blind

Promotion: one year of permanent service as a Senior Vocational Rehabilitation Counselor.

Open Competitive: bachelor's degree and four years of full time professional experience in the direct provision of vocational, rehabilitation, educational, or counseling services to physically or mentally disabled clients, including the following specialized experience: two years of the experience must have been gained in meeting client needs primarily through utilization of a network of public and private community agencies and organizations; AND one year of the experience must have involved full responsibility for supervising professional staff, including assigning work and monitoring and evaluating staff performance.

A certified Rehabilitation Counselor Certificate may be substituted for one year of the general experience; or a master's degree in public administration, social work, rehabilitation counseling, or a related health and human services field may be substituted for one year of the general experience.

Regional Coordinator Services For The Blind

Promotion: one year of permanent service as a District Manager Services For The Blind or Associate Vocational Rehabilitation Counselor.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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