



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
REHABILITATION INSTRUCTOR II	33	B	12.449
REHABILITATION INSTRUCTOR I	31	B	12.453

SERIES CONCEPT

Rehabilitation Instructors assist blind and visually impaired clients in achieving employability, personal adjustment and maximum independence through training in alternative techniques of worksite functionality and daily living in clients' work site, residence and in the community; counsel clients toward a positive self-image; and instruct clients in the use of assistive computer technology and low vision aids.

Conduct assessments to determine the extent of clients' visual and secondary disabilities; interview clients; interpret medical records; identify client needs related to daily living, barriers to employment, mobility, computer proficiency, and communication abilities and deficiencies; coordinate other services based on clients' needs.

Assist clients in their orientation and adjustment to visual impairment; provide instruction and alternative techniques for shopping, food preparation, personal grooming, use of assistive devices for managing finances, and developing Braille reading and writing skills; provide instruction in the use of magnifiers, illumination controls, adaptive aids and assistive computer technologies.

Counsel clients to address the psychological aspects of vision loss relative to a positive self-image and instill motivation; identify and address clients' anxieties and provide skills necessary to cope with attitudes generated by the public and family members.

Conduct functional near vision evaluations; assimilate medical information regarding clients' eye conditions, visual acuities, visual fields and secondary disabilities; determine clients' functional residual vision; evaluate clients' need for adaptive computer technology hardware and software and make appropriate recommendations.

Conduct work site evaluations; determine adaptability; identify and recommend modifications and/or alternative techniques to meet clients' needs for the performance of job duties.

Use computers, software and hard copy files to maintain required case file documentation; report and evaluate clients' progress toward goals and objectives as a member of the rehabilitation team.

Conduct in-service training and educational lectures and demonstrations for employers, schools, clubs and organizations in the community; provide information regarding visual rehabilitation and foster awareness and understanding of persons with visual disabilities; act as a consultant and liaison to the community; provide information; transcribe Braille; identify vendors of adaptive computer technologies, aids and appliances.

Perform related duties as assigned.

CLASS CONCEPTS

Rehabilitation Instructor II: Under general direction, incumbents perform the full range of duties described in the series concept. Work is reviewed through written status reports and verbal progress reports. This is the journey

CLASS CONCEPTS (cont'd)

Rehabilitation Instructor II: (cont'd)

level in the series. It is distinguished from the lower level by a greater scope of responsibility and a greater consequence of error required to conduct the full range of orientation and adjustment duties.

Rehabilitation Instructor I: Under general supervision, incumbents learn to perform the duties described in the series concept in a training capacity. This class represents the trainee level in the series and provides for progression to the journey level upon meeting the minimum qualifications, satisfactory performance and with the approval of the appointing authority.

MINIMUM QUALIFICATIONS

REHABILITATION INSTRUCTOR II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in rehabilitation teaching of the blind or closely related field and one year of professional experience training persons who are blind or visually impaired in alternative techniques of independent living and providing instruction in the use of low vision aids in a rehabilitation setting; **OR** one year of experience as a Rehabilitation Instructor I in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: advanced techniques of the application of low vision aids and assistive devices; advanced application of educational principles and practices applicable to the orientation and instruction of persons who are visually impaired; principles of orientation and adjustment instruction; Grade I and II Braille.

Ability to: evaluate effectiveness of instructional methods used in teaching blind and visually impaired persons; evaluate visually impaired clients to determine needs in employment functionality and independent living skills; evaluate functional near and distance vision skills; recognize and minimize clients' fear and anxiety; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

Working knowledge of: anatomy of the human eye; diseases of the eye and their functional implications; techniques used to develop auditory, olfactory and orientation skills in visually impaired or blind persons; low vision/assistive devices; magnification and its properties; illumination and its effect on functional vision and electronic visual aids; social and economic issues and secondary disabling conditions of visually impaired and blind persons; effective adaptive techniques used to achieve independent living. **Ability to:** develop and evaluate low vision training techniques; independently prioritize, schedule and conduct lessons, evaluations and meetings; choose appropriate instructional methods in visual and non-visual situations. **Skill in:** the use of slate, stylus and Braille equipment.

REHABILITATION INSTRUCTOR I

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university with a major in rehabilitation teaching of the blind or closely related field.

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (required at time of application):

Working knowledge of: theories, principles and practices associated with the counseling and instruction of persons with visual disabilities and blindness; methods used to communicate with individuals with visual disabilities and blindness; effective educational principles, practices and techniques; utilization of medical and psychological consultation services; human growth and development; medical terminology; eye functions, eye pathologies, and principles of optics. **Ability to:** adapt educational principles to teaching visually impaired individuals; establish rapport and gain the trust of others; work with and teach persons from a variety of ethnic, social and educational backgrounds; read and analyze medical and psychological reports;

MINIMUM QUALIFICATIONS (cont'd)

REHABILITATION INSTRUCTOR I (cont'd)

ENTRY LEVEL KNOWLEDGE, SKILLS, AND ABILITIES (cont'd)

make oral presentations to individuals and groups; accurately document casework activities and prepare written status and progress reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES (typically acquired on the job):

(These are identical to the Entry Level Knowledge, Skills and Abilities required for Rehabilitation Instructor II.)

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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