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Job Specification

HOME INSTRUCTOR, COMMISSION FOR THE BLIND AND VISUALLY IMPAIRED

DEFINITION:

Under supervision of a supervisory official in the Commission for the Blind and Visually Impaired, Department of Human Services, does the field instruction, provides advice, and makes appropriate referrals to help newly blinded persons adjust to the loss of vision; does other related duties.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

NOTE: Appointments may be made to positions requiring bilingual skills.

62662C - Bilingual in Spanish and English

SPECIAL SKILL Applicants must be able to read, write, speak, understand, or communicate in Spanish and English sufficiently to perform the duties of this position.

EXAMPLES OF WORK:

Visits adults referred to the Commission who have lost their sight, and provides a variety of services designed to assist them in making the adjustments necessitated by loss of sight.

Interviews, in the office or their homes, persons who have lost their sight and acquaints them with the nature of the services provided by the Commission; prepares a factual statement, using information provided by the client, which shall have included a complete social and personal history.

Assists newly blinded persons in adjusting to the challenges associated with the loss of vision, and assists them in obtaining the services needed to gain necessary independent living skills and emotionally adjust.

Provides home instruction in the techniques of household operation, including home management and, where required, cooking, cleaning, washing, ironing, and other housework; provides training in the use of special devices such as Braille timers and measuring and other devices.

Provides home instruction in communication skills, including reading and writing Braille, keyboarding, the use of Talking Book Machines, telephone dialing, pencil writing, and the use of tape recorders.

Provides home instruction in varied types of craft work.

Provides instruction and guidance in the techniques of daily living, including grooming, travel (using a cane) within or directly outside the home and other recreational or skilled-related activities,

Provides guidance on child and baby care.

Makes the required contacts with other services within the Commission and with social, welfare, civic, health, and other agencies, and refers clients as required; provides information regarding the home instruction services to such agencies.

Makes periodic visits to clients, physicians, and other agencies to obtain medical records and other information; arranges for transportation for clients, and makes appointments for clients with other agencies.

Dictates correspondence, case records, memoranda, and reports using a tape recorder; may type reports.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

Graduation from an accredited college or university with a Bachelor's Degree.

EXPERIENCE:

One (1) year of experience in providing instruction or other social services to the blind.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

SPECIAL NOTE: Appointees will be required to successfully pass a Braille assessment test, administered by the Commission for the Blind and Visually Impaired.

SPECIAL SKILL: Appointees must be able to read and teach Braille.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of current practices in the guidance, training, and rehabilitation of the blind and of social casework techniques.

Knowledge of the emotional, vocational, social, economic, and other problems of the blind.

Knowledge of current developments in the fields of education and social work as they apply to the home instruction of the blind.

Knowledge of community resources available to provide needed Services to the blind.

Ability to interpret the federal and state laws, regulations, and standards, and the policies of the Commission for the Blind and Visually Impaired, and the Department of Human Services pertaining to the blind and the rehabilitation of blind persons.

Ability to organize assigned work involved in home training to perform the duties of this position.

Ability to organize assigned field work, analyze home instruction service problems, and develop appropriate work methods.

Ability to comprehend, analyze, and interpret basic laws, regulations, policies, procedures, objectives, and techniques.

Ability to comprehend the many problems arising from blindness.

Ability to organize programs for individual clients designed to provide training, guidance, and counseling services to the blind.

Ability to keep current with developments, trends of thought, and new methods in the fields of social casework, guidance, counseling, and home training as they relate to the problems of the blind.

Ability to establish and maintain cooperative working relationships with local community organizations and other agencies interested in, or concerned with, the problems of the blind.

Ability to establish rapport with newly blinded clients and provide assistance in their emotional, social, and other problems.

Ability to compile the information required to prepare adequate intake records and to provide a basis for home instruction services.

Ability to provide home instruction to newly blinded persons in household operation, communications skills, crafts work of varied types, and other independent living skills, and, where it is applicable, child and baby care.

Ability to establish and maintain cooperative work relationships with local and other health, welfare, civic, educational, and other organizations, and to make the necessary referrals of clients.

Ability to provide information concerning Home Instruction Services and other services of the Commission for the Blind and Visually Impaired available for blind persons.

Ability to make required contacts, by telephone, letter, or by visits to clients, physicians, and other agencies to obtain information.

Ability to dictate correspondence, case records, memoranda, and reports using a tape recorder.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code(s) which are different work week or work month and/or variants of the job class title:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
62662		S	C	NE	18	N/A	P18	-
	Bilingual In							
62662C	Spanish & English	S	C	NE	18	N/A	P18	-

This job specification is for **state** government use only. Salary range is only applicable to state government. Local salaries are established by individual local jurisdictions.

9/21/2013