**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Instructor for the Visually Impaired (TVI or VRT)</th>
<th>FLSA Status:</th>
<th>Non-Exempt Full-Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Adult Services</td>
<td>Pay Grade:</td>
<td></td>
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<tr>
<td>Reports To Title:</td>
<td>Director of Programs</td>
<td>Effective Date:</td>
<td>4/27/2022</td>
</tr>
<tr>
<td>Positions Supervised:</td>
<td>None</td>
<td>Latest Revision:</td>
<td>4/27/2022</td>
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</tbody>
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**Job Purpose:**

Provide individual and group instruction in all aspects of independent living to adult clients at the center, in the home, and in the community, to maximize their level of independence and safety.

**Essential Functions:**

- Develop behavior objectives and curricula for quality rehabilitation instruction
- Organize, plan, and instruct based on approved curricula
- Assess client needs through evaluation
- Provide individualized and group instruction at the agency and, when needed, in client homes
- Stay current with new developments in the field and recommend appropriate new developments to supervisor
- Develop instructional materials, as needed
- Consult with case managers and other instructional staff concerning client needs
- Complete all reports as required by Agency and funding sources to document client progress, including assessments, goals, and daily and monthly progress
- Ensure that classrooms have adequate supplies
- Provide community education and training on vision rehabilitation topics
- Attend meetings and staffings to discuss client progress
- Attend required Agency meetings and trainings

**Nonessential Functions:**

- Support Agency’s fundraising efforts
- Perform other duties as assigned

**Schedule**

- Monday-Friday, 8:00am-4:30pm

**Qualifications:**

**Education:**

- Bachelor’s Degree emphasizing Visual Disabilities from an accredited university

**Experience:**

- Minimum 5-month internship under the supervision of an ACVREP-certified vision specialist

**Licensure or Certification:**

- Vision Rehabilitation Therapist (VRT) certification from ACVREP, or
- Current Educator Certificate with Visually Impaired endorsement, or
- Ability to obtain one of the above certificates within 12 months of hire.
Demonstrated Knowledge and Skills:

Required
- Ability to effectively instruct adults in touch-typing techniques and use of technology
- Thorough knowledge of Microsoft Office applications
- Ability to instruct both groups and individual clients
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Effective time management skills
- Ability to work as a team member
- Ability to use Internet for research

Preferred
- Working knowledge of iOS assistive technology
- Proficiency in braille reading and writing

Physical Demands:

- Ability to lift equipment used in performing job responsibilities

Requirements:

- Pass background checks
- Employee is responsible for timely transportation to and from all community-based training, education, and presentations.
- If privately owned motor vehicle is utilized for employment-related travel, the driver must possess a valid Florida driver’s license, good driving record, and proof of the following level of motor vehicle insurance: $100,000 / $300,000 bodily injury, $50,000 property damage, and work purposes endorsement.