



## **Job Title: TVI and O&M Combination Specialist**

Revision Date: 07/07/2021

Supervisor Title: Director of Strategy and Innovation

Supervisory Responsibilities: None

FLSA Status: Non-exempt Hourly

Full-Time, Benefits Eligible, 32 - 40 Hours Per Week

At-Will Position

### **Position Summary:**

The combination TVI and O&M Specialist provides direct service and consultation to students as per the students IEP/IFSP. This position works one on one on the student's school site and in the community and collaborates with classroom teachers in the planning and executing O&M plans. The TVI position keeps ongoing assessments of each child's remedial, behavioral, and adaptive progress with documentation and tests and writes IEP/IFSP's for individual children.

This job description is intended as a guide to the general job responsibilities.

### **Tasks and Activities**

TVI Position:

- Screens referrals for functional vision performance.
- Administers functional vision assessments, learning media assessments, and technology assessments.
- Provides direct instructional services as outlined on the IFSP/IEP that may include instruction in Assistive technology tools.
- Services may be provided in-person on the Agency campus, at student's school, in-home, and/or virtually, depending on student needs and contract guidelines.
- Participates in multidisciplinary team assessments of a child, the child's family, and in the development of integrated goals and outcomes for the IFSP/IEP.
- Educates parents and others regarding the provision of services.
- Instructs students for the purpose of developing abilities in identified areas of need and in alignment with California Content Standards.
- Completes timely, neat, accurate documentation of screenings, assessments, individualized plans, attendance, daily activity logs for parents, home visits, inventories, and other documentation as may be deemed necessary for proving quality services.
- Develops, plans, and implements daily lesson plans and activities as necessary.
- Maintains regular communication with parents.
- Writes up progress reports for IFSP/IEP.
- Knowledge of basic first aid, training and certification in CPR as necessary.
- Attends to health, safety, and hygiene of children.

## O&M Position:

- Provides orientation and mobility training to students of BB.
- Develops activities that facilitate unrestricted, independent movement and play.
- Adapts O&M strategies to meet the needs of infants and young children.
- Teaches specific strategies related to safe travel and systematic exploration.
- Participates as an active member of the provider team.
- Works with teachers on implementation of orientation and mobility principles and objectives into the curriculum.
- Presents in-service training workshops to staff and parents.
- Participates in team assessments, addressing areas of body image, travel skills and protective techniques. Works with VI teachers on functional vision, daily living skills and concept development.
- Provides O&M services to students in their residential schools.
- Provides O&M assessments and directs services to students in school districts which contract with BB.

## General Duties

- Makes decisions and solves problems including policies and lesson plans.
- Obtains information through research or question interview.
- Communicates with supervisors, and peers individually or in meetings.
- Establishes and maintains interpersonal relationships with team-mates, community organizations, subordinates, supervisors, and leadership.
- Develops objectives, strategies, policies, procedures, methods, and standards within your job scope.
- Communicates with persons outside the Agency including like-organizations, peers, and networks.
- Develops and builds strong team relationships.
- Resolves conflicts and negotiates with others including personnel issues/grievances and conflicts.
- Organizes, plans, and prioritizes workload, meetings, and/or conferences.
- Guides, directs, and motivates subordinates including assigning work, establishing performance standards, evaluation of performance, and orienting new employees.
- Coordinates the work and activities of others by conferring with other departments, assigning work, coordinating activities, and managing projects.
- Judges the quality of things, services, or people.
- Monitors and controls resources such as budgets, and contracts.
- Coaches and develops others.
- Updates and uses relevant knowledge related to conflict resolution techniques, oral/written communication techniques, and interviewing procedures.
- Interprets the meaning of information for others such as laws, regulations, policy, or legislation.
- Evaluates information to determine compliance with standards.
- Provides consultation and advice to others.
- Monitors processes, materials, or surroundings and makes suggestions for improvement.
- Schedules work and activities for self and subordinates.

- Performs administrative activities as needed.
- Documents and records information.
- Monitors processes, materials, and/or surroundings.
- Judges the qualities of things, services, and/or people.
- Works directly with the public.
- Analyzes data and/or information.
- Trains, coaches, and teaches others.
- Staffs organizational units.
- Develops objectives and strategies for individuals and the Agency.
- Interprets the meaning of information for others.
- Provides consultation and advice to others.
- Monitors and controls resources including budgets, office equipment, furniture, and other materials and equipment.
- Treats clients, families and others with empathy and respect and conduct self in a professional manner.
- Participates in training, supervision, and meetings.
- Complies with organizational guidelines and HIPAA health care laws and regulations.
- Attends Monthly All Staff Meetings.
- Attends regular meetings with Supervisor.
- Conducts self in accordance with Agency's mission, vision, and values at all times.
- Other professional, job related duties as assigned.
- Works weekends and evenings as needed.

**Education:**

- California Certification in TVI and Orientation & Mobility
- Masters degree in Special Education

**Experience:**

1-2 years' experience working with blind and visually impaired children

Experience with early childhood mobility techniques and equipment

**Knowledge:**

**Development of Young Children** – Knowledge of the development of young children with visual impairments and related disabilities, CPR and First Aid for children, health and safety standards for children, visual impairment, and related disabilities

**Microsoft Office Suite** – Proficient knowledge of Microsoft Office applications such as Word, Excel, Power Point, TEAMS, and Outlook.

**Technology** – Desktop computers and/or laptop computers, mobile phones, copy machines/printers and desktop printers. Database user interface and query software if required.

**Clerical** – Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.

**Office Machinery** – Knowledge of and use of office machinery such as copy/printer machines, fax, shredders, scanners, and other office machinery.

**English Language** - Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Bilingual Spanish a plus.

**Public Safety and Security** - Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

## Skills:

### Basic Skills

- **Active Learning**- Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening**- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking**- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- **Learning Strategies**- Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Monitoring**- Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension**- Understanding written sentences and paragraphs in work related documents.
- **Speaking**- Talking to others to convey information effectively.
- **Writing**- Communicating effectively in writing as appropriate for the needs of the audience.

### Social Skills

- **Coordination**- Adjusting actions in relation to others' actions.
- **Instructing**- Teaching others how to do something.
- **Negotiation**- Bringing others together and trying to reconcile differences.
- **Persuasion**- Persuading others to change their minds or behavior.
- **Service Orientation**- Actively looking for ways to help people.
- **Social Perceptiveness**- Being aware of others' reactions and understanding why they react as they do.

### Complex Problem-Solving Skills

- **Complex Problem Solving**- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### Systemic Skills

- **Judgment and Decision Making**- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis**- Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation**- Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

### Resource Management Skills

- **Management of Material Resources**- Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Time Management**- Managing one's own time and the time of others.

## **Work Context**

### **Body Positioning**

- Spend time sitting.
- Spend time standing.
- Spend time making repetitive motions.
- Spend time using your hands to handle, control, or feel objects, tools, or controls.
- Spend time lifting and carrying objects from one place to another with provided lift belt and 2-person lifting if needed.
- Spend time kneeling, crawling, pushing, and pulling to assist children with disabilities.

### **Communication**

- Verbal, visual, written contact with others
- Electronic mail
- Face-to-face discussions
- Letters and memos
- Public speaking
- Calling and receiving phone calls (Via TEAMS and cell phone)

### **Conflictual Contact**

- Deal with unpleasant, angry, or upset people
- Occasional contact of conflict situations

### **Environmental Conditions**

- Very hot to cold temperatures in relation to Orange County, California

### **Impact of Decisions**

- Ongoing frequency of decision making.
- Directly dealing with the impact of decisions on co-workers or company results

### **Pace and Scheduling**

- Keeping to structured and unstructured schedules
- Completing reports/documentation on schedule

### **Responsibility for Others**

- Responsibility for outcomes and Results
- Responsible for program oversight in others' health and safety

### **Role Relationships**

- Coordinate or lead others
- Work with external vendors, families, community people
- Work with work group and teams

### **Work Settings**

- In an enclosed classroom, office, or clinic
- In an open environment
- Indoors, environmentally controlled
- Outdoors, exposed to weather.

## **Licensing & Accreditation Requirements:**

All employees working for Beyond Blindness are required to meet the following at all times:

1. LiveScan Fingerprint clearance and background check - DOJ/FBI/Child Abuse Index (one time or upon re-hire)
2. Health Screening (one time or upon re-hire)
3. Proof of immunity to Measles or MMR Vaccination Record (one time)
4. Flu Vaccine within one year (and each year thereafter)

5. TDAP Vaccine within last 10 years (and every 10 years thereafter)
6. Current COVID-19 Vaccine (fully vaccinated)
7. Clear TB test or Chest X-ray within last 4 years (and every 4 years thereafter)
8. Current up-to-date Credential, License, Certification or Units for employment

**Beyond Blindness** is a California Nonprofit Corporation whose mission is to empower children with visual impairments and other disabilities to achieve their fullest potential. Our Vision is a world where all children, no matter their abilities, are equipped to live full and rewarding lives.

**People First \* Family \* Connection \* Impact \* Inclusion \* Stewardship \* Optimism**

Job Description Acknowledgment:

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_