Section D: Job Description

Describe the nature of the work performed; level of work (entry-, journey-, and senior-level); complexity of the position; level of supervision; and degree of latitude for initiative and independent judgment. In addition, please list the primary duties and responsibilities of the position. The job description may also outline the knowledge, skills, abilities, education and preferred qualifications of the position. There is a 5,000-character limit.

The Texas Workforce Commission (TWC) is seeking to fill an Orientation and Mobility Instructor to join the (ENTER DEPARTMENT) Department team. This position is located at (ADJUST ADDRESS ACCORDINGLY).

The Orientation and Mobility (O&M) Instructor performs routine (entry-level) to highly complex (senior-level) Instructional or training work in the Agency’s Vocational Rehabilitation field offices. Work involves planning, organizing, and conducting educational and training programs or may coordinate, develop and evaluate educational and Instructional teaching for blind or visually impaired students’ habilitative or rehabilitative needs. Provides the necessary instruction in teaching self-help or self-care and vocational skills to assist customers in attaining their optimum levels of independent living and vocational goals. Works under moderate to limited supervision, with limited to moderate latitude for the use of initiative and independent judgment.

GENERAL DUTIES:
- Provides individual or group training and instruction in travel skills, areas of emotional adjustment to blindness, independent living skills, communication skills, support systems and vocational training using non-visual and alternative teaching techniques.
- Assists customers in developing, achieving, and maintaining essential independent living and employment objectives.
- Assists with developing (or may develop and maintain) referral sources, completing and maintaining case documentation of teacher services.
- Assists in providing or provides consultative services and technical assistance with other team members in evaluating and developing the customers’ individual rehabilitation plan.
- Assists in delivering training or deliver training for non-visual and alternative techniques in group or individual training sessions.
- Responds to customer complaints and documents actions.
- May deliver, install, and set up or troubleshoot functionality of adaptive aids and devices.
- May assist or direct staff or external organizations in conducting specialized casework.
- May review or oversee the evaluation of files to determine, provide, and coordinate vocational rehabilitative services.
- As O&M Instructor IV, may supervise the work of others; may evaluate and analyze long-range training needs and develop training recommendations based on assessment results; may assist in the preparation of budgets for training or educational programs; and may oversee the compilation of data.
- Performs related work as assigned.

PREFERRED QUALIFICATIONS:
- Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS)
- Certification by the National Blindness Professional Certification Board (with NOMC)

MINIMUM QUALIFICATIONS:
TS II: Bachelor’s degree in Orientation and Mobility from an accredited four-year college or university; OR Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS) OR Certification by the National Blindness Professional Certification Board (with NOMC).
TS III: Bachelor’s degree in Orientation and Mobility from an accredited four-year college or university plus one year of full-time experience as an Orientation and Mobility Instructor who provides direct service teaching people who are blind or visually impaired in indoor and outdoor travel using a mobility cane and alternative blindness techniques; OR Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS) plus one year of full-time experience as described above; OR Certification by the National Blindness Professional Certification Board (with NOMC) plus one year of full-time experience as described above. OR Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS) plus three years of full-time experience as an Orientation and Mobility Instructor who provides direct service teaching people who are blind or visually impaired in indoor and outdoor travel using a mobility cane and alternative blindness techniques; OR Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS) plus three years of full-time experience as described above.

TS IV: Bachelor’s degree in Orientation and Mobility from an accredited four-year college or university plus three years of full-time experience as an Orientation and Mobility Instructor who provides direct service teaching people who are blind or visually impaired in indoor and outdoor travel using a mobility cane and alternative blindness techniques; OR Certification by the Academy for Certification of Vision Rehabilitation & Education (with COMS) plus three years of full-time experience as described above.
years of full time experience as described above; OR Certification by the National Blindness Professional Certification Board (with NOMC) plus three years of full-time experience as described above.

If selected for this position, you must be willing and able to participate in an extended blindfold-immersion training program and must be flexible as working hours may vary. Duty requires up to 75% travel (within the state of Texas) and the ability to lift/carry 10 pounds.

This is a career ladder position. Salary and position level will be based on experience and demonstrated skills. The salary range for this position is $3,941.00 to $5,746.66 per month, depending on qualifications. TWC not only offers a competitive salary, but the State of Texas benefits package includes everything from health insurance, a retirement plan, and a variety of leave types. Learn about TWC jobs and benefits at www.texasworkforce.org/twcjobs.

VETERANS:
Use your military skills to qualify for this position or other jobs! Go to www.texasskillstowork.com to translate your military work experience and training courses into civilian job terms, qualifications and skill sets. Also, you can compare this position to military occupations (MOS) at the Texas State Auditor’s Office by pasting this link into your browser: http://www.hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_SocialServices.pdf.

HOW TO APPLY:
To be considered, please complete a State of Texas Application for Employment and submit only ONE of following ways: apply online at www.workintexas.com by choosing the option: “I’m interested in this job” and clicking save (Preferred Method); or fax a completed State of Texas Application to 512-463-2832; or mail a completed application to TWC, HR Dept, Room 230, 101 East 15th Street, Austin, TX 78778.

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<th>Travel percentage required: 75%</th>
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<tr>
<td>Is supervisory experience required?</td>
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<td>Type of license required (If none, leave blank):</td>
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<tr>
<td>Is a State of Texas Bar Card required?</td>
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