



## **Job Description**

**Job Title: Occupational Therapist Low Vision Specialist**

**Department: Occupational Therapy/Low Vision Services**

**Immediate Supervisor: Chief of Operations and Development**

**Status: Exempt**

### **SUMMARY:**

Provide occupational therapy and vision rehabilitation services to individuals with vision impairment to improve their ability to perform tasks in daily living and working environments, using resources or equipment, recommending alternative methods, or modifying specific environments. Consult with Low Vision doctors and multi-disciplinary team to recommend devices or adaptive strategies to facilitate independence. Obtain specialty certification in vision rehabilitation from AOTA or ACVREP within a year of employment, completing related education as required.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- 1.0 Perform comprehensive evaluations of persons served to develop and provide individual treatment plans according to individual's needs, capabilities interests, treatment goals and objectives.
  - 1.1. Recommend and perform therapy in accordance with the service plan/plan of care designed to assist individuals regain physical or mental functioning in the adjustment to their vision impairment.
  - 1.2. Consult with Low Vision doctors and integrate input from interdisciplinary team or rehabilitation specialists, the individual, and/or family into service plan/plan of care.
  - 1.3. Assess availability of internal and external services to be reviewed with Interdisciplinary team and Low Vision providers.

- 1.4 Where appropriate provide instruction in San Diego county for the individual served in their natural learning environment (ex. home, school, and work), in coordination with other therapeutic activities.
  - 1.5 Educate and advise individuals and families as appropriate regarding specific visual impairment issues.
  - 1.6 Fabricate and fit adaptive devices with training on use, according to service plan/plan of care.
  - 1.7 Document therapy in accordance with SDCB policies, regulatory, licensing, consumer, payer, and accrediting requirements.
  - 1.8 Ensure adherence to procedural safeguards and confidentiality Requirements.
2. Implement a neurologic vision rehabilitation program.
    - 2.1. Perform occupational therapy services to individuals with vision impairment caused by stroke or brain injury.
    - 2.2 Research and evaluate current evidence based practices of neurologic vision rehabilitation, including vision restoration therapies.
    - 2.3 Adhere to specified documentation and reporting requirements.
3. Maintain equipment and work area in a safe and clean condition.
    - 3.1 Recommend the selection of materials, supplies and equipment.
    - 3.2 Clean and repair equipment as needed
    - 3.3 Practice safety, environmental, and/or infection control methods.
- 4 Participate in department activities.
    - 4.1 Attend departmental and multidisciplinary meetings.
    - 4.2 Describe and explain agency services to individuals, their families and the general public.
    - 4.3 Support various department programs as requested.  
Conduct departmental in-services and agency trainings on Occupational Therapy methods specific to vision rehabilitation
    - 4.4 Develop professional relationships with low vision specialists
    - 4.5 Work with the Low Vision Clinic/ Assistive Technology Center Manager to:
      - Order and maintain a comprehensive inventory of low vision technology items to respond to the needs of the vision impaired community
      - Assist in the dispensing of the appropriate products to clients by showing how to use the item, as well how to clean and maintain.
      - Be able to utilize the Point of Sale system in order to sale products on as needed basis.

- 5 Responsible for maintaining all professional licenses and certifications.
- 6 Contribute to the effectiveness of the agency and the department by completing all other tasks as assigned.

**AGENCY EXPECTATION OF EMPLOYEE:**

1. Adheres to Agency Policy and Procedures.
2. Acts as a role model within and outside the Agency.
3. Performs other duties as workload necessitates.
4. Attendance and Dependability: The employee can be depended on to report to work at the scheduled time and is seldom absent from work. Employee can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.\
5. Communication and Contact: The employee communicates both verbally and in writing with superiors, colleagues, and individuals inside and outside the Company.
6. Relationships with others: The employee works and communicates effectively and relates well with others including superiors, colleagues, and individuals inside and outside the company. The employee exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
7. Expand skills and knowledge through in-services offered at the Center and in the community.
8. Attend all required staff meetings and committee assignments.
9. Provide assistance for special events as needed.
10. Know all emergency procedures and adhere to the Injury and Illness and Prevention Program.
11. This job description in no way states or implies that these are the only duties to be performed by this employee. He or she may be asked to work over- or under time and will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.
12. Employee will adhere to mission statement and guiding principles.

### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE:**

1. Minimum bachelor's degree in Occupational Therapy from an American Occupational Therapy Association (AOTA) recognized accredited school.
2. One to three years' related experience; working with Blind or Visually Impaired population experience preferred or equivalent combination of education and experience.

### **INTERPERSONAL SKILLS:**

1. Must have excellent interpersonal and communication skills.

### **LANGUAGE SKILLS:**

1. Able to read, analyze and interpret professional journals, technical procedures, or governmental regulations.
2. Able to write reports and correspondence.
3. Communicates effectively with managers, consumers and the general public.

### **REASONING ABILITY:**

1. Able to define problems, collect data, establish facts and draw valid conclusions.
2. Able to deal with several abstract and concrete variables simultaneously.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is normally performed in a typical home, office, or work environment.
- Considerable physical activity. Requires heavy physical work, including lifting, pushing, or pulling required objects up to 50 pounds.
- Physical work is primary part (more than 70%) of job.
- Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Must be able to communicate effectively by face-to-face, telephone or other various electronic contacts with clients. Must be reasonably mobile.

## **TECHNICAL SKILLS:**

1. Must be skilled in most current versions of Microsoft Windows, Microsoft Office and online database systems.
2. Skilled in the proper identification and use of equipment needed to perform the job as the Low Vision Occupational Therapist.

## **CERTIFICATES, LICENSES, REGISTRATIONS:**

1. Must be nationally registered as an Occupational Therapist and licensed in California.
2. Obtain specialty certification in vision rehabilitation from either AOTA or the Academy for Certification of Vision Rehabilitation (ACVREP) within a year of employment.
3. If the employee drives while on the job, a clean, valid California Driver's License must be maintained.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently travels to consumer's home or other location and is exposed to outside weather.

The noise level in the work environment is usually quiet to moderate.

Includes working in 2 different sites in the County, one in San Diego and the other in Vista.

**JOB DESCRIPTION REVIEW**

**I have read and understand this job description and its requirements; and that I am expected to complete all duties as assigned. I understand the job functions may be changed from time to time. I will be able to perform the essential functions of this position with or without accommodation. I understand that if I will need an accommodation for this position, I will inform management of my accommodation needs immediately.**

Equal opportunity statement: The San Diego Center for the Blind is an equal opportunity employer. Upon notification to the Center, applicants and/or employees who are protected under the Americans with Disabilities Act due disability will be provided reasonable accommodations to complete the application process and/or complete the job requirements.

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**Employee's Name**

**Employee Signature**

**Date**

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**Supervisor's Name**

**Supervisor's Signature**

**Date**