

BLIND SERVICES PROGRAM SUPERVISOR

KIND OF WORK

Administrative work assisting in the direction of the program of services for the visually handicapped.

NATURE AND PURPOSE

An employee in this class is responsible for developing and supervising the administrative and fiscal procedures or the client-centered services of the Blind Services Section. Policy is set by the supervisor of the Blind Services section and unusual problems are discussed in conference with him.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Acts as office manager and makes decisions on matters of administrative and budgetary details for the section.

Interprets current policies and procedures of the section to clients, the agency staff, county welfare departments and the general public.

Revises existing Federal and State manuals to conform to new policies and directions.

Signs encumbrance documents and authorizes payments for services to clients.

Reviews reports of caseworkers on aid to the blind cases to determine if they are in conformity with the law.

Evaluates new stand locations and operators in the Business Enterprise Unit.

Gathers data and prepares State and Federal budgets and reports at specified intervals.

Effects and maintains statewide Prevention of Blindness Program including low vision aid services.

Plans and implements in-service training program for staff members.

Supervises registry of visually handicapped persons, Talking Book programs and Aid to the Blind programs.

Aids counseling supervisors and counselors in improving their professional skills.

Reviews treatment plans and approves expenditure of case service funds.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the programs of public and community agencies in the promotion of assistance to visually handicapped person.

Thorough knowledge of the laws and the regulations governing services to the visually handicapped, the workman's compensation laws, and federal and state labor legislation as they affect services to the visually handicapped.

Thorough knowledge of various types of industrial, commercial and professional occupations suitable to visually handicapped persons and of the available training agencies.

Thorough knowledge of casework, guidance and counseling methods.

Considerable knowledge of special education laws, practices, methods, and equipment as they relate to visually handicapped persons.

Ability to:

Formulate and initiate plans and procedures and to direct their application.

Est.: 12/12/52  
Rev.: 3/29/62  
Rev.: 4/3/70  
Rev.: 8/6/75  
Ckd.: 8/92

T.C.:  
Former Title(s):