



Prairie Independent Living Resource Center

Hutchinson, Kansas

POSITION DESCRIPTION

JOB TITLE	DEPARTMENT	HIRING MANAGER
Orientation & Mobility/Outreach Specialist (O&M Specialist)	KRS Grant	Executive Director
POSITION	HOURS PER WEEK	START DATE
Full-Time Equivalency (FTE)	40 Hours	
EMPLOYEE'S NAME	SSN	BASE PAY OR HOURLY WAGE

WORKDAYS						
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Wednesday	<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday

MANAGEMENT RESPONSIBILITIES						
<input checked="" type="checkbox"/> None	<input type="checkbox"/> 1-5 People	<input type="checkbox"/> 6-10	<input type="checkbox"/> 11-15	<input type="checkbox"/> 16-25	<input type="checkbox"/> 26-50	<input type="checkbox"/> Over 50

LOCATION & FUNCTION
<p>Working from Hutchinson to serve Reno, Pratt, Harvey, McPherson, Marion, Rice, Kiowa, Barber, Harper, Stafford, Barton, Comanche, Kingman, Pawnee, and Edwards counties.</p> <p>This non-exempt employee will complete the requirements to become certified as such by the Academy for Certification of Vision Rehabilitation and Education Professionals. Once certification is achieved the O&M Specialist will teach people who are blind or visually impaired the skills and concepts they need in order to travel independently and safely, in the home, classroom, at work, in the community and city. The O&M Specialist will also work with contracting partners to facilitate focus groups to gather data that will be used to develop an Independent Living Skills curriculum for people who are blind or visually impaired. The O&M Specialist will conduct outreach activities (including for Kan-SAIL). The O&M Specialist is responsible for advocating and delivering the core services of independent living including independent living skills training, peer counseling, information and referral services, individual and systems advocacy, and deinstitutionalization. The position requires knowledge and delivery of the five core services of independent living. The position also requires knowledge of disability issues, and the independent living philosophy. The Orientation & Mobility/Outreach Specialist shall focus his/her work complimentary to the spirit and intent of the independent living philosophy.</p> <p>The Orientation & Mobility/Outreach Specialist requires a five year commitment to the position.</p>

RESPONSIBILITIES

Outreach/Contract Partner Collaboration

- Organize and facilitate consumer/community partner focus groups
- Work collaboratively with partners to develop a BVI Independent Living Skills Curriculum
- Participate/facilitate "Training of the Trainers" to use the BVI IL Skills Curriculum
- Collect and report outcomes data

Direct Service Delivery

- Identify, coordinate, and deliver orientation & mobility assessment and instructional services to consumers including (but not limited to) the following:
 - Awareness of physical environment through sense of smell, hearing and touch.
 - Personal skills, such as eating, grooming, dressing, and use of bathroom facilities.
 - Home management skills, such as cooking and coin and money identification.
 - Communication skills, such as use of telephone.
 - Personal safety including protecting body, using hands and arms to detect obstacles.
 - Traveling alone, with or without cane, through use of variety of actual or simulated travel situations and exercises.
 - Using assistive technology such as reading machines and common electrical devices, and in development of effective listening techniques.
- Identify, coordinate, and deliver core services to consumers and communities including individual and systems advocacy, information and referral services, peer counseling, independent living skills training, and deinstitutionalization
- Identify and coordinate existing services that will assist individuals with disabilities in enhancing their goal of independent living
- Work with consumers referred by the State of Kansas Vocational Rehabilitation program
- Provide services to Kan-SAIL consumers
- Assist and advocate for the development of new programs/services for persons with disabilities to enhance independent living and consumer choice
- Develop independent living plans that will meet the consumer's needs and goals with identified tasks using the Self-Determination Process; or develop independent living plan waivers
- Inform consumers of available programs and services and assist in referrals to other agencies/community partners that will assist the consumer in meeting his/her goal of independent living
- Meet with consumers in their own homes, at designated offices, and by phone as needed to ensure continued consumer satisfaction and progress towards independent living plan goals
- Ensure that consumers have full and unbiased access to a variety of services and service providers to meet their specific needs
- Participate in the internal quality assurance process
- Maintain accurate and timely documentation, including the consumer file, documentation, and electronic documentation
- Provide information and educate individuals, organizations, businesses, and municipalities regarding disability and accessibility issues
- Provide outreach and education utilizing the self-determination philosophy that promotes people first language, individual choice and responsibility, self-advocacy and programs available to persons with disabilities
- Provide education regarding disability through workshops, presentations, community fairs, and seminars
- Maintain appropriate, positive, and professional interpersonal relationships with staff, peers, consumers, volunteers, and other stakeholders
- Maintain confidentiality of both consumer and CIL information

EDUCATION REQUIREMENTS

High School

Vocational Training

Undergraduate Degree

Masters Degree

Orientation & Mobility Specialist Certification

- Take and pass the Graduate Record Examination (GRE).
- Make application and be admitted to the designated Orientation & Mobility certification program
- Enroll in and complete required courses to complete the designated Orientation & Mobility certification program while maintaining a minimum of a 3.0 GPA
- Sit for and pass the required certification examinations

TECHNICAL SKILL REQUIREMENTS

REQUIRED QUALIFICATIONS

- A personal experience with a disability as recognized by the Rehabilitation Act of 1973; **and/or** experience providing direct services to individuals with disabilities or disability related issues
- Take and pass the Graduate Record Examination (GRE)
- Be admitted to the designated Orientation & Mobility Specialist certification program
- An understanding of the Independent Living Philosophy
- Excellent oral communication skills, written communication skills, and interpersonal skills
- Excellent organizational skills
- An ability to work productively and independently\
- Must have excellent organizational skills and ability to meet all deadlines
- Reliable transportation as travel is a requirement
- Believes in and promotes the Independent Living Philosophy

OTHER JOB FUNCTIONS

- Complete position requirements for participating in and logging Community Time, Professional Training, and Information and Referral activities
- Attend staffing, trainings, and other meetings as required
- Participate in training new staff for CIL as requested
- Maintain confidentiality of staff, PCA, consumer, and organization information
- Provide administrative support to the Executive Director
- Perform other duties as assigned

PREFERRED QUALITIES

- Demonstrated knowledge of a range of disabilities
- Demonstrated knowledge of services/resources available to individuals with disabilities
- Computer knowledge including a working knowledge of Microsoft Office and the ability to utilize a Microsoft Access database

The above declarations are not intended to be an all-inclusive list of duties and responsibilities of the job described, nor are they intended to be such a listing of skills and abilities required to do the job. Rather they are intended only to describe the general nature of the job. PILR reserves the right to modify, add, or remove duties and to assign other duties as needed.

I have read and understand the duties outlined in this job description. My signature indicates my commitment to perform these duties to the best of my ability and to the satisfaction of the evaluation process to be completed to measure the duties as outlined.

Employee Signature

Date

Employer Signature

Date