

Job Title: Teacher of the Visually Impaired

Reports To: Director of Programs

Department: Rehabilitation

FLSA Status: Exempt

Location: Ft Lauderdale

Prepared By/Date:

Approved By/Date:

Summary: Coordinates activities for Youth Programs Birth to 22, to ensure that participants are provided quality, individualized services to attain goals and objectives consistent with the mission of the Lighthouse of Broward by performing the following duties personally or through team members.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Arrange for all appropriate referrals to attain active client status and maintain communication with internal and external referral sources

Complete ongoing assessments to include ECC, LMA, and FVA.

Provide instruction to children in community settings (home, daycares, etc.) and center based instruction.

Oversee all program planning for both school year and summer Teen Life events

Assists with special event planning and with Babies and Kids programming as needed.

Organize community outreach, client referral growth and itinerant services.

Oversee case reporting and maintenance of proper paper and electronic files on all youth clients.

Oversee curriculum development and implementation.

Maintain and review accreditation requirements and recommendations.

Recommend and assist in planning summer staff development and employee reviews.

Orient Contracted staff and ensure that background checks are done on contracted employees and volunteers as appropriate.

Oversee non-certified staff and provide guidance as necessary.

Drives assigned van for outings and to pick up and drop off teen participants.

Qualifications:

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/Experience:

A Bachelor's degree (Master's degree preferred) in Social Work, Rehabilitation Counseling, Rehabilitation Teaching, TVI, Orientation and Mobility or similarly related helping profession is required, with the ability and training to provide coordination, of services. A minimum of two years successful experience in the direction of rehabilitation of blind persons or related work.

Driving:

Must be 25 years of age for insurance purposes. Must have a valid driver's license with no driving infractions within the last three years.

Language Ability:

Ability to analyze and interpret relevance of professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving abstract and concrete variables in non-standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of basic Microsoft Word, Excel and email/Internet software, and know or learn the Lighthouse client database and the Division of Blind Services client database (AWARE).

Certificates and Licenses:

ACVREP certification or similar depending on background within one year of employment by Lighthouse. Unrestricted Drivers License.

Supervisory Responsibilities:

Supervises Lighthouse contracted staff for Summer Teen Life Program. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include orienting new employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

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.

The noise level in the work environment is usually moderate. Environment includes indoors and outdoors, parks, beaches, in the community field trips and overnight stays at Hotels, dorms and other facilities.

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.

The employee must frequently lift and/or move up to 10 pounds. Valid driver's license is required so visual ability is required. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel, reach with hands and arms and talk or hear and to travel within the Lighthouse facility. The employee is occasionally required to travel off-site to other agencies. The ability to travel between sites to supervise off-site locations is a requirement of the job. The incumbent must be able to participate in the Teen Life activity and have the stamina to do so, which may include working outside in very hot temperatures.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies: Technical Skills - Strives to continuously build knowledge and skills. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance. Interpersonal - Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things. Oral Communication - Listens and gets clarification; Responds well to questions. Team Work - Balances team and individual responsibilities; Gives and welcomes feedback; Supports everyone's efforts to succeed. Written Communication - Writes clearly and informatively; Able to read and interpret written information. Ethics - Treats people with respect; Works with integrity and ethically. Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time. Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events. Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time. Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan. Initiative - Asks for and offers help when needed. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently. Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

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Cert: Multiple Certifications

Employment

The Lighthouse of Broward is the only full-service 501(c)3 serving people with visual impairments in Broward County, Florida. We reach over 2,500 people who are blind or visually impaired in our community annually. We are recognized by Charity Navigator and GuideStar as having the highest ratings, showing our dedication to our mission. We take a collaborative approach, combining our knowledge and resources to help our clients toward

their goals of independence, employment, and/or educational success. The Lighthouse is seeking qualified applicants to join our team of dedicated and passionate staff. See our openings below, and please reach out with your résumé.

BENEFITS

The Lighthouse of Broward offers various benefits, including:

- Competitive salaries
- Health insurance at little or no cost
- Life Insurance
- Paid Holidays
- Above-average paid time off
- Short/Long term disability
- Retirement Plan