



Job Description
Adjustment Counselor

Job Title: Adjustment to Vision Loss Counselor

Department: Vision Rehabilitation Program

Immediate Supervisor: Director of the Vision Rehabilitation Program

Classification: Non-Exempt Hourly Full-Time

Hourly Range \$19.00 - \$32.00

Job Summary/General Duties: Provide all facets of counseling from intake through termination and follow-up to people who are interested in or are currently participating in Center programs.

Principle Duties & Responsibilities:

1. Interview and recommend appropriate clients for enrollment in Center programs and submit all required paperwork (including that for Department of Rehabilitation and SSRP, secure medical and ophthalmological information, etc.).
2. Provide individual, group and family counseling to Center clients. This includes information and referral as well as client advocacy and follow-up.
3. Maintain accurate, up-to-date client records and all other reporting as Required by the agency.
4. Disseminate essential information re: clients to Rehab. Teaching Staff.
5. Oversee client's program and progress, consulting with agency staff, volunteers, and other community professionals who are working on behalf of the client.
6. Establish and maintain effective working relationships between the Center and other community agencies, making referrals when necessary.
7. Provide community education.

Additional Responsibilities:

1. Expand skills and knowledge through in services offered at the Center and in the community.
2. Attend all required staff meetings and committee assignments.
3. Help with special events as needed.
4. Know all emergency procedures and adhere to the Illness and Injury Prevention Program.
5. 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 or her supervisor.

Qualifications:

1. Master's degree in Rehabilitation Counseling or related field.
2. Minimum of two years' experience working with people who have disabilities.
3. Good working knowledge of community resources.
4. Excellent oral/written communication skills with both individuals and groups.

Physical Scope of Work

Typical sitting, standing, and bending associated with office and instructional activities. Audio and visual exposure from computers, devices, and equipment. Typing, tapping, and other gestures involved in keyboard, braille, and mobile device use. Normal range of ambient noise.

Equal Opportunity Statement

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

David Proulx

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Date