



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/9/24

Agency: Commission for the Blind

Facility:

[ ] New [x] Revised

This position is:

- [x] Classified
[ ] Unclassified
[ ] Executive Service
[ ] Mgmt Svc - Supervisory
[ ] Mgmt Svc - Managerial
[ ] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Vocational Rehabilitation
b. Classification No: C66470
c. Effective Date: 11/1/2018
d. Position No: 1719007
e. Working Title: Business Relations
f. Agency No: 585
g. Section Title: Workforce
h. Budget Auth No:
i. Employee Name:
j. Repr. Code: OAS
k. Work Location (City - County): Portland - Multnomah
l. Supervisor Name: Jonathan Scrimenti
m. Position: [x] Permanent [ ] Seasonal [ ] Limited Duration [ ] Academic Year
[x] Full-Time [ ] Part-Time [ ] Intermittent [ ] Job Share
n. FLSA: [ ] Exempt [x] Non-Exempt
If Exempt: [ ] Executive [ ] Professional [ ] Administrative
o. Eligible for Overtime: [x] Yes [ ] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Commission for the Blind (OCB) provides vocational rehabilitation and independent living services to Oregonians who experience vision loss. The Commission is governed by a 7-member Commission that are Governor-appointed/Senate-confirmed. The OCB mission is to empower Oregonians who are blind to fully engage in life. We fulfill this mission by administering federally- and state-funded vocational rehabilitation and independent living programs that support Oregonians who are blind or visually impaired in going to work and living independently in their homes and communities.

The Agency's core values include:

- Customer service - Dedication to meeting the needs of our clients and customers and to honoring our commitments;
• Leadership - Being open and authentic, and lifting others up while building consensus towards a common goal;
• Integrity - Meeting commitments, acting responsibly with public and personal trust and being accountable for words and actions;

- Professionalism – Embodying a commitment to quality and pride in our work;
- Operational excellence – Striving for the highest quality and for continuous improvement;
- Innovation – Developing creative solutions and putting them into action; and
- Collaboration – Demonstrating an ability to facilitate, negotiate, build consensus, develop strong teams, and empower others.

We are committed to ensuring that people have access to options and opportunities and are equipped with the tools and resources they need to make meaningful choices for their lives.

The Commission for the Blind has six major program objectives in support of our mission:

1. Helping Oregonians who are blind get and keep jobs that allow them to support themselves and their families;
2. Training Oregonians in skills related to dealing with blindness such as adaptive technology, white cane travel, braille, and activities of daily living;
3. Supporting in-school youth who are blind as they transition from high school to further education, training and employment through the provision of pre-employment transition services;
4. Helping those senior citizens and individuals who experience vision loss acquire essential adaptive skills so that they may remain independent in their homes and active in their communities;
5. Licensing and supporting business owners who are blind who operate food service and vending operations in public buildings throughout the state; and 6. Assisting Oregon businesses to attract and retain qualified job seekers who are blind as part of their overall hiring and diversity initiatives

**b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

This position reports to the Workforce Innovation Manager. The purpose of this job/position is to act as a liaison between the agency and employers throughout Oregon and to ensure that counselors and clients have access to the resources they need to find, obtain, and retain employment for qualified Oregonians with vision loss. This includes developing, maintaining, and implementing the agency's Business Engagement material (in conjunction with other Business Relations Coordinators) to increase awareness of the capabilities of persons experiencing vision loss and enhance their knowledge of services available through OCB. This position does co-carry a caseload (with primary VRCs) and works in partnership with those Vocational Rehabilitation Counselors and their mutual clients to facilitate job skills training and employment outcomes. The person in this position is responsible for working with other Business Relations Coordinators to recruit and coordinate qualified Job Development services. This position also provides labor market intelligence, assistance in VR planning and coaching for clients upon request/referral of an agency VRC.

This position has the primary function of representing OCB's Vocational Rehabilitation program in the development and maintenance of business relationships with employers and developing employment opportunities for VR clients.

This position, alongside other Business Relations Coordinators, will create an expansive employer engagement model that creates opportunities for work-based learning opportunities; develop common employer engagement plans, assist in the implementation of the progressive employment model, create and train local VR employer engagement teams and work with partners on joint engagement opportunities.

This position will also work alongside other agency staff to implement WIOA workforce program services with other DHS programs, the Employment Department, the Department of Education/Regional Programs, Community Colleges, and Workforce Development and Local Workforce Development Boards. The Business Relations Coordinator VRC helps to ensure OCB's compliance with the federal requirements in the Workforce Innovation and Opportunity Act.

## SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
35%	NC	E	<p>1. Employer and Public Relations</p> <p>Develop and implement an agency marketing plan for employers. Initiate and maintain contacts with employers to address recruiting, disability awareness, or other accessibility related needs. Educate employers about agency services. Collaborate with other workforce partners, WorkSource Oregon, and agencies, including Oregon Vocational Rehabilitation Services to increase employment opportunities for Oregonians who experience vision loss. Increase public awareness of OCB mission through chamber and business alliance and networking meetings. Maintain log of activities.</p>
35%	NC	E	<p>2. Coordination of Job Development services, Co-carrying Caseload for Client Placement and Follow-up:</p> <p>Coordinate and recruit Job Developers throughout designated service areas (and state-wide in collaboration with other Business Relations Coordinators). Assist potential vendors on the agency’s Request For Application (RFA) process in individual or group sessions as needed. Collaborate with Business Relations Coordinators on the development and maintenance of a system for evaluating job development services (accessible to counselors throughout the state). Provide support and consultation to Job Development vendors. Co-carry caseload with primary VRC for work ready clients by providing job development and placement services.</p>
25%	NC	E	<p>3. Employment Preparation and Research/Resource Development</p> <p>Work with the agency’s Career Exploration VRC and other Business Relations Coordinators to thoroughly assess and document job readiness, any areas needing additional training/services, and/or the need for specialized placement services. Work with agency technology instructors to perform job analyses and business relations for potential job placements. Conduct regular research to stay current on labor market information and employment trends. Coordinate employment seminars and Progressive Employment opportunities for job ready clients in assigned service areas (and state-wide as needed).</p>

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit “Enter”.*

5%	NC	NE	<p>4. Professional Development and Other Duties as Assigned</p> <p>Attend relevant on-line and in-person trainings. Assist agency staff with tasks related to the Vocational Rehabilitation program.</p>
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**SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

This position requires extensive travel throughout Oregon and occasional travel outside of the state to meet with employers, clients, OCB staff, and partner agencies. This position provides services statewide. This position has access to multiple workstations to allow for OCB to be collocated with the WorkSource Oregon system. This is a highly visible position, so professionalism and excellent communication skills (written and verbal) are imperative.

**SECTION 5. GUIDELINES**

**a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

1. Federal Rehabilitation Services Administrations laws and regulations.
2. Commission for the Blind Administrative Rules
3. Commission for the Blind Policy Manuals
4. Workforce Innovation and Opportunity Act

**b. How are these guidelines used?**

1. Guide service planning and delivery
2. Provides specific procedures for accomplishing work.

**SECTION 6. WORK CONTACTS**

**With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?**

Who Contacted	How	Purpose	How Often?
Clients	Phone/in person/email	Job Preparation/Placement	Daily
Other agency employees	Phone/in person/email	Education/Marketing/Outreach	Daily
General public	Phone/in person/email	Education/Marketing/Outreach	Daily
Employers	Phone/in person/email	Placement/Marketing/Education	Daily

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*


**SECTION 7. POSITION RELATED DECISION MAKING**

**Describe the typical decisions of this position. Explain the direct effect of these decisions.**

Collaborate in the decision making around planning, resource allocation, and coordination of people, resources and activities for the successful implementation of workforce activities. Represents OCB and collaborates with businesses, partner agencies and programs. VRCs must make decisions that impact the independence and vocational outcomes of Oregonians who experience vision loss. They work with clients to determine necessary training, medical treatment, and vocational direction. They determine eligibility, funding levels, counseling methods to be utilized, appropriate communication techniques, etc.

**SECTION 8. REVIEW OF WORK**

**Who reviews the work of the position?**

Classification Title	Position Number	How	How Often	Purpose of Review
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

OPA 3	1719005	Check ins. Review of case notes. Progress of clients.	Quarterly	Tasks are completed. Coordinate communication. Professional development. Progress with job seekers is made.

**SECTION 9. OVERSIGHT FUNCTIONS THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

a. How many employees are directly supervised by this position? \_\_\_\_\_  
 How many employees are supervised through a subordinate supervisor? \_\_\_\_\_

- b. Which of the following activities does this position do?
- Plan work
  - Assigns work
  - Approves work
  - Responds to grievances
  - Disciplines and rewards
  - Coordinates schedules
  - Hires and discharges
  - Recommends hiring
  - Gives input for performance evaluations
  - Prepares & signs performance evaluations

**SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION**

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*


**SECTION 11. ORGANIZATIONAL CHART**

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

**SECTION 12. SIGNATURES**

\_\_\_\_\_  
Employee Signature                      Date

\_\_\_\_\_  
Supervisor Signature                      Date

\_\_\_\_\_  
Appointing Authority Signature                      Date