

Rules and Regulations to be filed
with the Secretary of State

REGULATION #

ISSUED: (Date) 8/1/44

REV.: (Date) 4/1/53

TITLE: New Jersey State Plan for Vocational Rehabilitation

SUBJECT: Part II Vocational Rehabilitation of Blind Persons

STATUTORY REFERENCE: 30:6-11

(Signature of Executive)

(Name and Title)

Approved: (Date)

by _____

President,
State Board of Control

G.F. Meyer
George F. Meyer
Executive Director

DEPARTMENT OF INSTITUTIONS AND AGENCIES

Division of Welfare

Name of Institution, Agency, etc.

New Jersey State Commission for the Blind

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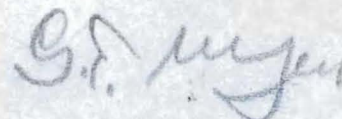
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REVISED
NEW JERSEY STATE PLAN FOR
VOCATIONAL REHABILITATION
PART TWO
VOCATIONAL REHABILITATION OF
BLIND PERSONS

REVISED

NEW JERSEY STATE PLAN FOR VOCATIONAL REHABILITATION

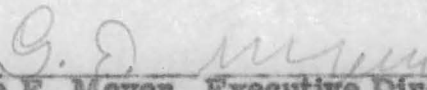
PART TWO

VOCATIONAL REHABILITATION OF BLIND PERSONS

This plan has been prepared in accordance with the laws of the State of New Jersey and pursuant to P. L. 113 and the regulations promulgated thereunder.

Approved by:

NEW JERSEY STATE COMMISSION FOR THE BLIND


George F. Meyer, Executive Director

DEPARTMENT INSTITUTIONS AND AGENCIES


Sanford Bates, Commissioner

Trenton, N. J.

4/1/53

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**STATE PLAN FOR ADMINISTRATION OF THE
PROGRAM OF VOCATIONAL REHABILITATION IN NEW JERSEY
PART II. VOCATIONAL REHABILITATION OF THE BLIND**

Section I. Agency for Administration

1.1 Designation of State Board.

The State Commission for the Blind is designated, as the duly authorized representative of the State Board of Control (Department of Institutions and Agencies) to be the sole agency for the administration, ~~exercise and control~~ of the State Plan for rehabilitating blind individuals. Article I, Title 30:6:11 Revised Statutes of New Jersey, as last amended.

1.2 Criteria of Blindness.

In order to be eligible for rehabilitation service, an individual must fall within the following definition of blindness: Central visual acuity reduced to 20/200 or less in the better eye with correction, or, visual field defect in which the peripheral field is contracted to such an extent that the widest diameter of visual field subtends an angle of no greater than 20 degrees.

Because of the individualized nature of eye conditions and their particular effect upon a given individual, the rehabilitation of individuals who are blind in one eye only, or whose vision falls between 20/70 and 20/200 will be supervised either by the State Commission for the Blind or the State Rehabilitation Commission in accordance with the specifications of a cooperative agreement between the two agencies. (See Exhibit 4a)

1.3 Responsibility of the State Board.

The State Board of Vocational Education assumes responsibility for statistical and financial reports containing estimates of expenditures, accounting for Federal funds, and the furnishing of other information to meet Federal requirements found necessary by the Federal Director.

1.4 Plan Materials and reports.

(a) The State Commission for the Blind, or its Executive Director, approves Plan materials.

(b) The Executive Director of the State Commission for the Blind

submits Plan materials and reports to the Federal Director.

(c) Does not apply.

(d) By agreement, (For details, see Exhibit 4d) the State Board of Vocational Education has designated the State Commission for the Blind as the agency to transmit Plan materials and reports.

1.5 Legal Basis.

Certified copies of all laws including current appropriation laws, pertaining to the administration of the vocational rehabilitation program are included as an attachment to the Plan.

The New Jersey State Commission for the Blind has legal responsibility for the vocational rehabilitation of the blind of New Jersey. In April of 1944, Section 30:6-11 of the Commission's law was amended to read, "The State Board of Control of Institutions and Agencies or its duly authorized representative" was "empowered to negotiate with and enter into cooperative agreements with the Federal Government for the purpose of receiving contributions therefrom for the vocational rehabilitation of the blind." Any funds so received were to be paid into the State Treasury and "held for the use of the Commission to be used, together with funds obtained from the State and from other sources for the vocational rehabilitation of the blind." etc.

Section II. Eligibility

2.1 Responsibility for determination.

The State Commission for the Blind assumes responsibility for determination of the eligibility of individuals for vocational rehabilitation, and determination of the nature and scope of vocational rehabilitation services to be provided such individuals. Such responsibility is not delegated to any other agency or individual not of the Agency staff.

2.2 Residence.

An otherwise eligible person, must have a residence of one year in the State, immediately preceding the date of request for such services as: physical restoration, maintenance, rehabilitation, training, travel expense, occupational licenses, and customary tools and equipment. Residence in the State without any time restriction is a condition of eligibility for all other services including: diagnosis, guidance, counselling, placement, post placement supervision.

2.3 Criteria of eligibility for vocational rehabilitation.

Eligibility for vocational rehabilitation is determined upon the basis of two established criteria: (1) The existence of a physical or mental disability. (2) The existence of a substantial employment handicap resulting from such disability.

2.4 Criteria of eligibility for specific purposes.

(1) Physical Restoration.

A client is eligible for physical restoration services when he has a physical or mental condition which is relatively stable or slowly progressive and constitutes a substantial handicap to employment and which is of such a nature that correction or modification of such a condition eliminates or substantially reduces such handicap within a reasonable length of time.

(2) Rehabilitation training and training materials.

A client is eligible for rehabilitation training and training materials when he has the mental and physical qualifications and capacity to profit from such training and it is necessary to his satisfactory rehabilitation.

(3) Transportation, occupational licenses, and customary occupational

tools and equipment.

A client is eligible for these services when they are necessary to his vocational rehabilitation.

(4) Maintenance.

A client is eligible for maintenance when it is necessary for his rehabilitation and his economic need has been established. 600.16

NOTE: Financial need will determine the eligibility of otherwise eligible clients for: physical restoration, maintenance, transportation and guide service, training materials, occupational licenses, customary occupational tools and equipment; except that, financial need is not a requirement for customary occupational tools and equipment in the controlled Business Enterprise Program.

2.5 Non-discrimination.

The State Agency observes the principle that sex, race or color do not justify inequality in the determination of eligibility, and in the provision of necessary rehabilitation services.

2.6 Classes of individuals to be rehabilitated.

The State Agency makes rehabilitation services available only to such classes of disabled individuals who, through such rehabilitation services, may be made employable; or more suitably employable and individuals who are severely disabled or homebound are not excluded.

2.7 War-disabled civilians and civil employees of the United States.

The State Agency accepts for vocational rehabilitation any individual certified by the Federal Director as a war-disabled civilian or a civilian employee of the U.S. disabled in the performance of his duty, who is a resident of the state or who chooses the state as and for his residence. With respect to individuals so certified all necessary rehabilitation services, other than maintenance, is made available without consideration of the individuals financial need.

2.8 Hearings on applicants' appeals.

Any individual applying for vocational rehabilitation services who is

aggrieved by an action taken by the State agency or by any lack of action is entitled to an appeal or a hearing. At the time of application the client will be advised of this. All appeals must be made in writing to the Executive Director of the agency. If the matter at issue cannot be settled to the client's satisfaction by agency review, he may request a fair hearing before an individual or committee selected by the Executive Director or the Commission. The individual or committee sitting on the hearing shall not have participated in the processing of the client's request for services.

Section III. Case Finding

3.1 Finding and Intake.

- (a) The State Agency has maintained since 1910 a register of the blind listing all known blind persons in the State. Through publicity addressed to public and private agencies, through radio and press releases, additional names are constantly being added to this register. Referrals are received from individual citizens including employers, friends, relatives of blind people, and blind individuals themselves. Additional sources of referrals are hospitals, ophthalmologists and medical doctors. Under Title 30:6-1 of the Revised Statutes of New Jersey, every physician must report to the Commission every case of defective vision which in his judgment may result in permanent blindness.
- (b) The State Agency establishes cooperative working relationships with health, welfare, compensation, education, employment and other agencies which come in contact with visually handicapped persons, to promote case finding, and maintains an active program of information to familiarize representatives of interested agencies as well as the visually handicapped individual with the services of the agency.
- (c) Every blind person who is potentially employable, referred or coming to the attention of the Commission will be given the opportunity of applying for the various services provided under this Plan. All such blind individuals will in general be visited by a properly qualified representative to arrange for intake. A limited number of clients come directly to the Commission's offices at the time of first contact. The Commission will employ such (intake) personnel as may be necessary for this purpose. The worker will fill out the intake survey form (~~Exhibit 12~~) and application for vocational rehabilitation (~~Exhibit 13~~). He will initiate the procedure for determination of eligibility for vocational rehabilitation through a general medical examination and an ophthalmological examination. Additional data, such as a needs test report (~~Financial Survey Form, Exhibit 14~~) will be submitted as needed. The decision as to the individual's eligibility for rehabilitation services will be made by the Case Supervisor. At such point as the investigation and advisement of the case indicates, a definite decision as to feasibility or non-feasibility, for vocational rehabilitation will be made and a plan for vocational rehabilitation written. (~~Exhibit 16~~)

Section IV. Case Diagnosis

4.1 Scope of diagnosis.

The case diagnosis constitutes a comprehensive study of the client including a medical as well as a vocational diagnosis of the individual.

4.2 Basis of diagnosis.

The case diagnosis in each case is based on pertinent information including the individual's eye condition, health and general physical status, intelligence, educational background and achievements, vocational aptitudes and interests, employment experience and opportunities, personal and social adjustment.

4.3 Medical diagnosis.

- (a) As a basis for determination of eligibility and formulation of the individual's rehabilitation plan, the State Agency provides for competent medical diagnosis, including a complete ophthalmological and general medical examination in every case, and where reasonably necessary to a decision on doubtful cases, the diagnosis, if at all practicable, is secured from a recognized specialist in the specific field indicated by the general medical diagnosis.

The diagnosis will be accompanied by recommendations as to the means and methods of restoration, and by a statement of any physical or mental limitations that may exist.

- (b) The State Agency accepts an eye or general medical examination / approved by the Medical Consultant in lieu of securing new examinations when such report is sufficiently conclusive and can otherwise be relied upon to provide a sound basis for diagnosis of the physical or mental condition of the client.
- (c) Minimum information routinely required in the general medical/ diagnosis are a determination of the physical condition and limitations of the individual, and in addition: blood serologic test and urine analysis. Whenever, in the opinion of the examining physician and/or the Commission's Medical Consultant other special laboratory tests, examination by specialists, or other special medical service is necessary, it will be the policy of the Commission to procure such service or services when the best interests of the client will be served by such procedure.
- (d) The State Agency provides hospitalization for diagnostic purposes,

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for a period not to exceed 10 days, when recommended by a physician and approved by the Commission Medical Consultant.

4.4 Vocational diagnosis.

The method of the vocational diagnosis includes (1) counseling interviews with the client; (2) such reports as may be needed, including when necessary in the individual case, reports from schools, employers, social agencies, and others; and (3) psychological information substantiating the determination of eligibility where such eligibility is based on the existence of mental retardation, or, where, for other reasons, psychological and aptitude information appears necessary.

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Section V. Recording of Case Data

The State Agency maintains a record for each case which includes pertinent case information including as a minimum, the basis for determination of eligibility, the basis justifying the plan of services, and the reason for closing each case together with a justification of the closure.

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Section VI. Confidential Information

6.1 Rules and regulations.

The State Agency adopts such rules and regulations as are necessary to assure that all information as to personal facts and circumstances of applicants or clients given or made available to the agency, its representatives, or employees in the course of administration of the vocational rehabilitation program, including lists of names and addresses and records of agency evaluation, are held to be confidential.

6.2 Use and exchange of information.

- (a) The use of such information and records is limited to purposes directly connected with the administration of the Commission's program, and may not be disclosed, directly or indirectly, other than in the administration of the program, unless the consent of the client to such release has been obtained either expressly or by necessary implication.

The release of information to employers necessary for the placement of the rehabilitation client may be considered as release of information in connection with the administration of the rehabilitation program.

- (b) Such information may be released to other welfare agencies or programs from whom the client has requested certain services under circumstances in which his consent may be presumed, provided such agencies have adopted regulations which assure that the information is held confidential and is used only for the purposes for which it is provided.
- (c) All such information is the property of the State Agency and may be used only in accordance with the State Agency's regulations.
- (d) Procedures and standards.

The State Agency adopts such procedures and standards as are necessary to (1) give effect to its regulations; (2) assure that all clients and interested persons are informed as to the confidentiality of rehabilitation information, and that a copy of the Agency's regulations is made available to them; and (3) provide for the adoption of such office practices and the availability of such office facilities and equipment as assure the adequate protection of the confidentiality of such records.

In this connection the Commission's policy has been set by its Board of Manager who went on record as follows, on March 23, 1939:

"On motion, duly seconded, the following Resolution was adopted:

'Whereas, the New Jersey Commission for the Blind has in its files much confidential information regarding the blind people of the State; and

'Whereas, the release to the general public of such information might cause unnecessary embarrassment, annoyance and personal inconvenience for certain blind persons; be it

'Resolved, that the Commission shall exercise every reasonable precaution to keep the confidential character of such information inviolable. To this end no one except the members of the Board of Managers, and others designated by said Board, whose duties make knowledge of the contents of the Commission's files necessary, shall have access to such files; nor shall any lists of blind persons be sent or taken from the office of the Commission except for purposes approved by the Board of Managers of said Commission. Members of the Board of Managers, however, may receive such lists upon written application, stating the use to which they will be put.

'No lists of blind persons, containing or accompanied by information regarding their social or economic status, or the cause of their blindness, shall be issued except by special permission of the Board. In case of emergency the members of the Board may register their approval or disapproval by communicating directly with the Chief Executive Officer.

'It shall further be the duty of the Chief Executive Officer to take effective steps to see to it that the confidential nature of these records is fully protected and to limit access to the files, on the part of employees of the Commission to only those employees whose work requires the use of such case records in line with their duties; and be it further

'Resolved, that this Resolution be placed in the hands of any new member of the Board or new employee.'"

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Section VII. Rehabilitation Plan for the Individual

7.1 Formulation of the plan.

The State Agency formulates an individual plan of rehabilitation for each eligible client to whom rehabilitation services are to be furnished. The plan is formulated on the basis of an evaluation of all data secured through the case diagnosis.

7.2 Content of plan.

The individual's plan of rehabilitation sets forth the services necessary to accomplish the client's vocational rehabilitation, the way in which these services are provided, the estimated costs of the services, and the rehabilitation objective of the individual.

7.3 Client's participation and approval.

The individual's plan is formulated with the client's participation and approval. Also, the plan provides for all rehabilitation services necessary to the accomplishment of the client's vocational rehabilitation and may be amended whenever necessary to accomplish this purpose.

7.4 Conditions for undertaking the plan.

The basic conditions to the undertaking of the individual plan are: (1) the belief of the agency that when concluded it satisfactorily achieves the individual's vocational rehabilitation; and (2) that all services to be provided are carried to completion, provided, however, that the Agency exercises its discretion in relation to the termination or revision of the individual's plan when for any reason it becomes evident that the above underlying conditions will not be met.

7.5 Trainee cooperation.

The State Agency recognizes the importance of securing good conduct, regular attendance, and the cooperation of trainees while they are engaged in a rehabilitation program. The Agency also recognizes that these objectives will be achieved through the maintenance of the previously developed counseling relationship rather than by an authoritative approach.

Clients receiving service are contacted with sufficient frequency and regularity by counselors to secure an understanding of their progress and general adjustment and to afford adequate opportunity to assist in solving problems arising during the period of preparation. In

general, these visits are made as a part of regular itineraries, and special visits are made as required. Both clients and trainers are advised of the availability of these guidance and consultative services from the Agency staff.

Clients are advised in the beginning of each program that services will continue only if their progress, attitude, and conduct are satisfactory. Regular progress reports are required from preparation facilities on all trainees. Satisfactory work is commended. Evidences of unsatisfactory progress prompts visits to trainee and trainer by the rehabilitation counselor.

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Section VIII. Services

8.1 Scope of services.

- (a) All necessary vocational rehabilitation services, including counseling, physical restoration, training, and placement is made available in the individual case to the extent necessary to achieve vocational rehabilitation.**
- (b) The State Agency assumes responsibility for providing short periods of medical care for acute conditions arising in the course of rehabilitation which, if not cared for, would constitute a hazard to the achievement of the rehabilitation objective.**

- (c) Duration of training.**

The rehabilitation training provided in an individual case is limited to the amount of such training necessary to fit the client for his vocational objective.

8.2 Counseling and guidance.

- (a) Systematic and adequate counseling and guidance for the benefit of each client are provided from acceptance to completion of all services included in the individual's plan.**

- (b) Service reports.**

Adequate reports are obtained at reasonable intervals from training and other service agencies as to the progress of rehabilitation services in each case.

8.3 Placement.

- (a) The State Agency assumes responsibility for placement of all eligible disabled individuals receiving rehabilitation services.**
- (b) Provision is made for a reasonable period of postplacement follow-up to insure that placement has been successfully effected.**

8.4 Working arrangements.

The State Agency cooperates with Federal and other state agencies providing vocational rehabilitation or similar services. For details of such agreements see attached cooperative agreements with: State Rehabilitation Commission (Ex. 4a); New Jersey Employment Service (Ex. 4b); ~~New Jersey Tuberculosis League (Ex. 4c).~~

Section IX. Facilities

9.1 Types of facilities.

It is the policy of the State Agency to use any type of public or private facility which is equipped to render the required service, such as diagnosis, treatment, training, and other services.

9.2 General standards.

It is the policy of the State Agency to use, whenever feasible, facilities which are accredited by the appropriate public authority or professional organization. In other cases, facilities are selected on the condition that, whether public or private, they appear upon investigation by the State Agency to be the best adapted to render the specific service required. The basis of such selection of facilities in all cases is:

- (a) the professional and technical qualifications of personnel;**
- (b) adequacy of equipment; and**
- (c) the scope and adequacy of services rendered.**

9.3 Standards for hospitals.

In purchasing hospital service the Commission will utilize those hospitals in the State which have been approved by the American College of Surgeons with due consideration for: the quality of services offered, conveniences of the facility to the individual case, economy in purchase price for required services, and the recommendations of the physician attending the case.

When available, preference will be given to public or private hospitals with well developed surgical and specialty services, medical social services and physical and occupational therapy departments. If practicable, preference will be given to hospitals which afford residency training in the specialty for which the patient is seeking treatment or other service.

9.4 Standards for persons providing physical restoration services.

- (a) The State Agency will utilize exclusively physicians who are licensed by the State Board of Medical Examiners to practice medicine and surgery in the State. Minimum requirements for such physicians are graduation from a school of medicine approved by the Council on Medical Education and hospitals of the American Medical Association. The client will have reasonable free choice of practitioners as described in this section.**

The standards of qualification of personnel providing physical or occupational therapy service are registry, or graduation from a school for the training of therapists generally accepted by the profession. When personnel of such qualification are not available, other experienced therapists may be used.

The State Agency will use the services of the Home Teaching Department of the agency for occupational therapy and adjustment purposes whenever this is deemed necessary for an individual's plan of rehabilitation. These services will be purchased on a fee basis.

The standards of qualification of personnel providing nursing service are registration with an appropriate Board of Examiners, or eligibility for registration as a graduate nurse, or registration or eligibility for registration as a practical nurse. In the event personnel with the foregoing qualifications are not available, an experienced practical nurse will be employed provided this is recommended by the attending physician under whose supervision she will work.

- (b) Medical diagnosis, medical treatment, and surgery are provided clients only by physicians licensed to practice medicine and surgery and otherwise qualified by training and experience to perform the services required. Dental diagnosis and dental treatment are provided only by dentists who are licensed to practice dental surgery and are otherwise qualified by training and experience to perform the specific dental services required.
- (c) The State Agency will consider as specialty services all medical fields in which specialty boards have been established. In addition, physical medicine and oral surgery will be considered specialty services. Specialty services may be rendered only by those physicians determined by the Commission to be qualified to perform the particular specialty required.
- (d) Specialty services will be rendered only by physicians who are certified by the appropriate American specialty board or who meet the training and experience requirements for admission to such board. Individual instances, or in specialty fields where there are shortages of qualified specialists, or in fields in which no American Medical Specialty Board exists, physicians will be designated as specialists upon the advice and recommendation of the Commission's Medical Advisory Committee. In designating

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physicians as specialists on an individual basis, the Commission will, wherever possible, develop objective criteria for evaluating qualifications. Such objective criteria include:

- (a) Graduation from a school of medicine approved by the Council on Medical Education and Hospitals of the American Medical Association and,
- (b) Completion of one year's internship in a hospital approved by the same council and,
- (c) Completion of at least two years exclusively devoted to special training or experience in the field in which their use is proposed.

9.5 Standards for facilities providing specialized training or other services.

Training facilities both academic and industrial, are selected by the Commission on the basis of meeting State Board requirements. Only recognized colleges and universities are used. For specialized schools and workshops specifically adapted to training the blind, the Commission sets the highest necessary standard of selection. In addition, the Commission will feel free to use other schools of like classification or equal merit that may be required to meet particular needs of individual clients. For those feasible blind people who cannot accept employment outside the home, arrangements will be made to train them at home, generally through the Commission's Home Teaching Department, or at some suitable training facility. Where Home Teachers are used the cost of service will be paid on a fee basis.

(a) Tutorial training.

The Commission uses this type of training only in exceptional circumstances and then only because the service is not readily available in a recognized school or center, or is best suited to the needs of the individual. The standards of selection of tutors are based upon training and experience in the field in which instruction is to be given.

(b) On-the-job-training.

The standards of selection of facilities for on-the-job-training are primarily based upon the ability of the Commission or the facility to provide an instructor or instructors who have trade competency and experience in training other workers in the operations to be performed. Other factors are adequate equipment and instructional material, provision for a plan of graduated progress in the job to be learned, and an efficiently organized instructional schedule.

(c) If a blind person has aptitudes indicating feasibility for employment, but is not sufficiently adjusted to his blindness to be considered for immediate vocational training or employment, he may be given a short period of pre-vocational adjustment or training in order to develop proper work habits and personal independence. Facilities such as training shops, work shops, businesses operated by other blind individuals, the Commission's Home Teaching staff, etc. will be used. The standards set for selection of facilities for personal adjustment training is the special fitness of the individual or facility for the work plus the requirements set forth under (b) above.

(d) Testing, etc.

The standards for testing facilities are: (1) that they be secured from the psychological department of a recognized educational institution or counselling service, or (2) that they be performed by a competent psychologist qualified by training who has had at least one year of successful experience. Standards for facilities for other specialized services will be similar for the particular service in question.

(e) Determination of compliance with standards.

Methods of determination of compliance with standards are: whether a facility meets the above named standards as determined thru a careful evaluation by the State Agency of all pertinent factors, including qualifications of instructors or other personnel concerned, adequacy of quarters and instructional equipment, the use of a well organized schedule of instruction, and its past relationship with the agency.

Section X. Economic Need

10.1 Establishment of Need.

Economic need will be determined prior to provision of services conditioned on need and the individual's financial circumstances will be ascertained as follows:

In each case involving services conditioned on financial need, the State Agency will ascertain the financial circumstances of the client by obtaining data showing his financial requirements and his resources. This information will be secured from the client and, if necessary, from his parent or guardian if the client is a minor. If additional information appears to be necessary, it will be obtained from reliable sources.

10.2 Determination of Financial Requirements.

- (a) The State Agency maintains, on a current basis, a written standard for objectively and equitably measuring financial need of blind clients for normal living requirements. This standard will be determined, following consideration of available information on the cost of living, on the basis of the usual requirements which will provide the elements of living essential to the maintenance of the client's morale and to permit the effective and successful undertaking of vocational rehabilitation.**

This standard consists of a basic standard for determining normal living requirements of all blind clients and adaptations of this standard will be applied in cases involving specified circumstances. These circumstances include: variations based on differences in cost of living requirements in different localities; variations based on the nature of living requirements caused by the particular rehabilitation services to be provided; other objectively defined circumstances affecting the requirements of individuals in those circumstances. In addition this standard is adapted to meet the need for short periods of medical care for acute conditions arising during the course of vocational rehabilitation. Longer illnesses will be separately considered.

- (b) This standard is applied in each case to determine the existence and extent of the individual's financial requirements regardless of the type of service to be provided.**
- (c) The client is considered in financial need if he has insufficient resources (1) to procure normal living requirements as defined by this standard and (2) to meet the cost of other necessary vocational rehabilitation services conditioned on financial need.**

10.3 Consideration of Resources.

- (a) The State Agency in determining the economic circumstances of the individual identifies all consequential resources actually available to the individual, however derived. These resources shall consist of (1) current income, including any benefits to which the individual may be entitled by way of pension, compensation, or insurance, as well as any services in kind, or remuneration in the case of on-the-job training actually available to the client; and (2) capital assets including both real and personal property.
- (b) Certain defined resources of the client may be retained by him without affecting his eligibility under the needs test. These resources consist only of (1) specified reasonable amounts of cash and capital assets, including both real and personal property not constituting current income; and (2) resources of any type needed to meet the following: (a) obligations for support of dependents (including only persons in the home for whom he has assumed responsibility and other persons for whose support he is legally responsible) in accordance with the standards established to measure the amount in which this obligation will be recognized. These standards are determined on the basis of the usual requirements which would provide the elements of living essential to the adequate maintenance of the health of the client's dependents and of their participation in ordinary activities, and (b) obligations which the client is required by legal process to pay or which, if not recognized, would constitute a substantial obstacle to achievement of his vocational objective.

10.4 Standards for Supplementation.

The amount of supplementation is the amount by which the individual's financial requirements (as determined by the established standard for measuring normal living requirements) plus the cost of services to be purchased, exceed his resources available for the rehabilitation services planned.

10.5 Uniform Application and Equitability of Standards.

Written standards and policies will be established and uniformly applied that provide for equitable treatment of individuals.

These written standards and policies will be issued to the staff and training and supervision in their use provided so that they will be applied

uniformly. In these written staff instructions, monetary amounts for measuring the individual's normal living requirements and for recognizing obligations for support of dependents and disregarding of capital assets will be included.

10.6 War-Disabled Civilians.

All vocational rehabilitation services except maintenance are made available to war-disabled civilians and civil employees of the United States disabled in the performance of their duties without regard to the economic need of the individual.

Section XI. Personnel Administration

11.1 Methods and policies of selection and appointment.

All employees of the New Jersey State Commission for the Blind are employed through the New Jersey Civil Service Commission in accordance with the laws, rules and regulations governing the employment of State personnel. By law the Director must notify the Civil Service Commission of his intention to employ any individual in the service of the Commission, or of his desire to create a new position, in order that the need therefor may be investigated and certified in accordance with prescribed procedures.

Positions are classified by the Civil Service Commission which by law must establish lists of eligible persons after job classifications have been set up showing duties to be performed, responsibilities exercised, together with minimum and desirable qualifications, and after this information has been published in at least three daily newspapers circulating in this State.

The Civil Service Commission, by law from time to time holds tests for the purpose of establishing these employment lists, public notice of which must be given at least three weeks before the date of the test. All tests are competitive, free, and except for limitations as to age, residence, health habits, character, sex and other qualifications are open to citizens of the State for at least twelve months immediately preceding the date of the test, except where otherwise indicated. Tests may be written, oral, physical or in the form of a demonstration of skill or any combination of these. An investigation of education and experience and test of intelligence capacity, technical knowledge, mental or physical fitness or other qualifications may be used. A person may be disqualified for lack of qualifications, if physically unfit to perform duties of the position, if addicted to habitual use of drugs or intoxicating liquor, been guilty of crime or notoriously disgraceful conduct, dismissed from public service for delinquency, or made false statements, or practiced deception or fraud in his application.

When promotion examinations are listed by the Civil Service Commission the job requirements and qualifications are set up to parallel similar or equivalent positions in the state service. No individual is certified by the Civil Service Commission who does not possess the qualifications required for the higher position.

Compensation payments are made in accordance with schedules established by the Civil Service Commission and any payment for

compensation beyond the limit of the scheduled amount must be noted as a line item on laws appropriating moneys for payment of compensation. Copies of the Revised Statutes of New Jersey relating to Civil Service are attached as exhibit 5 to the State Plan of Rehabilitation in New Jersey submitted by the New Jersey Rehabilitation Commission and known as Part One of this Plan.

11.2 Separation of permanent employees.

No permanent employee engaged in the day-to-day administration of the program will be separated except for cause, or for reasons of curtailment of work or lack of funds, and in the event of separation he shall have the right of appeal through established procedure and opportunity for a fair hearing.

11.3 Participation in political activity.

Any personnel employed in the day-to-day administration of the program shall be prohibited from participation in political activity except that an employee shall have the right to express his views and to cast his vote.

11.4 Personnel Qualifications.

The personnel qualifications for each type of position under this program are set forth in the Appendix as Exhibit 8.

Section XII. Administrative Organization.

- 12.1 The New Jersey State Commission for the Blind consists of 5 departments all responsible to the Executive Director:**

Vocational Rehabilitation

Aid to the Needy Blind

Education

Home Teaching and Home Industries

Prevention of Blindness and Eye Health Service

- (a) The Vocational Rehabilitation Service is headed up by a Supervisor (Supervisor of Employment) with an appropriate number of vocational counselors, placement officers and intake workers under him. In addition he will supervise the Business Enterprise Specialist who will act as a consultant responsible for the development and erection of new business opportunities.**

The V. R. S. will accept referrals from any department of the agency but in every case a counselor or similar worker will be assigned to the case and will be responsible for any and all activity required in processing the client toward his employment objective. In the interest of economy and optimum service, clients who are approved for higher education and similar long-term educational programs will be turned over to an Educational Counselor specialist by the Vocational Counselor for the period of the training program. The Vocational Counselor will still retain primary responsibility for this type of case. The Educational Counselor will be part-time under the V. R. program in an amount established by suitable time study.

In so far as feasible physical restoration services will be the responsibility of the counselor in charge of the case. There will be certain situations when the existing Prevention of Blindness service will be asked to assist because of their specialized skills in this field. It is not contemplated, at this time, that there will be any charge to the V. R. program for this cooperative assistance. Experience may require, however, a change in this point of view at a later date.

The Executive Director is responsible for the overall administration of the V. R. S. assisted by the Assistant Executive Director. They will be part-time under the program in an

amount established by suitable time study. In terms of responsibility the Supervisor of Vocational Rehabilitation (Supervisor of Employment) is responsible to the Assistant Executive Director who in turn is responsible to the Executive Director.

Consultants including a part-time Medical Consultant will be employed as required. Adequate accounting and clerical staff including Institutional Aides (clerk-guides) for blind women counsellors (or intake workers) will be employed as in the past.

- (b) The counselling of clients is specifically the responsibility of the vocational counsellor, placement officer or intake worker. However, any member of the V.R.S. staff may be asked to assist in "staffing the case."

*to whichever
the case is
assigned.*

12.2 Duties and responsibilities of positions.

Job descriptions setting forth the duties and responsibilities of each type of position is attached as exhibit 8.

12.3 Methods of Administration.

The Assistant Executive Director will be responsible for setting up and enforcing procedures necessary for the proper coordination and integration of activities including adequate controls over operations, channels for the development and interpretation of policies and standards approved by the Executive Director. He will work with the Supervisor of V.R.S. in developing effective procedures for staff supervision.

12.4 Program Director.

The Executive Director of the Agency will be the Program Director having primary responsibility for the direction and administration of the Vocational Rehabilitation program under Part II of this Plan. Since the program is too small to require a full-time Program Director, the Executive will be part-time under this program.

12.5 Medical Administrative Consultant.

The State Agency will employ a part-time medical administrative consultant. Charges will be allocated in accordance with appropriate time study but at a rate no lower than 10% of a full time individual in such an approved position since it would not be possible to recruit a qualified Consultant under this amount.

The required duties, responsibilities and minimum qualifications of the medical administrative consultant follow:

Graduation from a school of medicine approved by the Council on Medical Education and Hospitals of the American Medical Association; licensed to practice medicine and surgery in the State; and at least three years of resident or graduate training or experience in a medical field appropriate to physical restoration. ~~The state plan shall provide that~~ The medical administrative consultant will perform the following duties: Advise the program Director with regard to the development and application of physical restoration policies and standards; advise the program Director on the maintenance of standards of physical restoration services; assist in representing the State agency in its contacts with the medical and associated professions; assist in the training of rehabilitation case work staff with regard to physical restoration standards, policies, and services, and provide consultation at regular, frequent intervals on individual cases and specific medical problems.

12.6 Staff Development.

The New Jersey State Commission for the Blind accepts the responsibility to organize and maintain a program of Staff development which provides:

- (1) Induction and orientation training of new workers, including professional and clerical personnel.**
- (2) In-Service training for all staff members.**

The training of new workers seeks to provide the basic understandings, knowledge and skills required for efficient performance in their respective jobs. In-service training includes professional growth experiences for all workers which will enhance their value to the program and is related to their individual interests and needs.

The Assistant Director is responsible for planning the staff development program assisted by other staff members. However, all staff members may participate in determining the nature and the scope of the program. Whatever methods, materials or personnel required for an effective training job will be employed.

Professional workers will be assigned to courses of training of

not more than six weeks duration when such courses are necessary and are available. Extension courses at nearby schools or colleges may be included whenever desirable in any program of in-service training.

Section XIII. Fiscal Administration

13.1 Exclusion of Capital Expenditures for Administration.

No portion of any Federal money paid to the State under the Act is applied directly or indirectly to the purchase, preservation, erection or repair of any building or buildings, or for the purchase or rental of any land, for administrative purposes.

13.2 Source of Funds.

Annual appropriations are made by the State Legislature to the Commission. The Commission also receives contributions from public and private agencies as well as from individuals.

13.3 Custody of Federal Funds.

The State Treasurer receives and provides for the custody of all funds paid to the State under the Act, subject to requisition or disbursement thereof by the Commission for Plan purposes.

13.4 Condition for Use of Funds.

State funds are appropriated to the Commission for case services and other Commission activities.

13.5 Application of State laws, rules and regulations.

All expenditures will be made in accordance with State laws, rules, regulations, and standards which govern.

13.6 Disbursement Procedures.

All financial expenditures, administrative and service, for the vocational rehabilitation and placement of blind individuals are approved by the Executive Director of the Commission and signed by the approval officer of the Board of Managers. Bills over five dollars must be notarized by the vendor.

After approval by the Chief Executive and approval officer of the Board bills covering administrative expenditures together with a summary schedule are forwarded to the administrative offices of the Department of Institutions and Agencies; thence to the State Finance Commissioner; and finally, to the Comptroller who signs the warrant

which the State Treasurer draws for payment. Expenditures for diagnostic purposes and for services are handled in substantially the same way. However, personnel pay rolls must pass through the Civil Service Commission prior to acceptance by the Comptroller.

The following is the procedure for requisitioning funds and effecting disbursements. After the Commission's budgetary appropriation has been passed financial expenditure programs (sometimes known as work programs) are drawn up on a quarterly basis. This represents a breakdown of the appropriation into various accounts. The program is submitted to the State Finance Department through the Department of Institutions and Agencies for approval as to availability and distribution of funds. Once these are confirmed, requisitions are drawn prior to each quarter upon the Comptroller for the amounts approved on the expenditure program involving service items. Requests for such tangibles as equipment and supplies are forwarded to the Purchasing Department and this department forwards requisitions to the Comptroller for items requested.

If the required expenditure of funds turns out to be different from the anticipated expenditure a procedure is provided, through application to the State House Commission, whereby funds may be transferred from one expenditure's account to another as may be indicated. These requests are approved by the Department of Institutions and Agencies, the State Finance Commission, the State Budget Commission, and the State House Commission.

All bills clear through the Department of Institutions and Agencies, thence to the Comptroller for service items, and to the Purchase Department for supplies and equipment. These bills are checked for accuracy and the Commission is informed of any contingency involving the likelihood of overspending.

The review of expenditures by the Department of Institutions and Agencies and the Civil Service Commission, and the procedure for requisitioning quarterly allotments for rehabilitation and other expenditures under the Commission's program, serves the essential end of preaudit. However, this does not impair or prejudice in any way the responsibility for administrative decision which rests with the Executive Director of the Commission.

In accordance with Section 30:6-11, Revised Statutes 1944, Federal grants for the rehabilitation of blind people are received by the State Treasurer and the Commission for the Blind is advised as to the amount available for its rehabilitation program.

The Commission for the Blind sets up a statement of disbursements for the prior quarter together with a request for payment for the current quarter. This is broken down into sections (a) rehabilitation of war disabled civilians, and (b) rehabilitation of other than war disabled civilians. This statement is signed by the Executive Director on an appropriate form and will be supplemented by such data concerning the nature and direction of the program as requested by the Federal Director. A covering invoice, Form 100, is attached to these documents, signed by the Executive Director and forwarded to the Department of Institutions and Agencies. Invoice 100 is reviewed by the Commissioner of Institutions and Agencies and recorded by the administration and accounting section of that department. It is then forwarded to the Comptroller where it is recorded and checks drawn against Federal and State funds allocated to the Commission for the Blind under this program. The checks are signed by the State Comptroller and sent to the State Treasurer where they are countersigned and then deposited to the credit of the Commission in accordance with law. The Commission is thereupon advised by the State Treasurer of the funds placed to its credit.

13.7 Accounting and Auditing System.

The Commission's rehabilitation expenditures are entered daily. The invoices are grouped together and listed on a schedule which is entered in our register of schedules. Each invoice on schedule is classified as to type of expenditure, that is: A. Administration, B. Vocational Guidance, C. Case Services and D. State charge. The schedules are then submitted to State Treasurer for payment. At the close of the month the books are totaled. A card file of all case service commitments and disbursements made for each client is also maintained. The books of the Department of the Treasury are kept upon a monthly basis and a balance may therefore be struck at any time. The Department of the Treasury accounts for the receipt and disbursement of both State and Federal rehabilitation funds.

The State Auditor is authorized by law to examine and audit all of the accounts, reports and statements of the Commission and make independent verifications of all assets, liabilities, revenues and expenditures. He is by law required to report in writing to the Governor his findings of any special condition disclosed by his audit at least once in every two years. The Commission keeps a record of encumbrances and knows definitely at any given time the total amount of funds encumbered to be spent within the current fiscal year.

Section XIV. Maximum Fees for Services

14.1 Training.

- a. In no case does the amount paid a training facility exceed the rate published by that facility for the type of training purchased. In the case of facilities not having published rates, the amount paid the facility does not exceed the amount paid by other public agencies for similar services.**
- b. Maximum fees for various types of training are not set because the specialized nature of training facilities for blind people makes it impossible to standardize these at this time. Fees for services from other departments of the Commission will be made on an actual cost basis whenever possible. For example the cost for prevocational training through the Home Teaching Department will be a fee based upon the ratio of total calls made during the preceding year against the total cost of operating the department. In every case fees will be set at the lowest possible level commensurate with quality of service, and the level of charges made in similar training situations.**
- c. The Commission maintains such information as is necessary to justify the rates of payments made to training facilities.**

14.2 Physical Restoration services other than hospitalization, prosthetic devices, and medical examinations.

- a. The Commission has established a fee schedule indicating the maximum payments which may be made for physical restoration services and medical examinations. These in general follow the schedules set by the State Veterans Administration or the State Rehabilitation Commission and do not exceed those paid by other public agencies operating in the State for equivalent services or examinations of like character or quality.**
- b. When medical personnel or facilities located in another State are utilized the rates of payment of the Vocational Rehabilitation agency of the other State will be observed provided there is a State fee schedule or cooperative agreement in existence. If none exists then the lowest class of rates consistent with the needs of the client will be sought.**
- c. The State Agency maintains such information as is necessary to justify the rates of payment made for physical restoration services and medical examinations.**

14.3 Hospitalization.

- a. Payment for days of hospital care is made at inclusive per diem rates as defined in the Regulations, and does not exceed the average per diem cost for hospitalization as computed by the reimbursable cost method, as promulgated by the Federal Director.**
- b. Where hospital care is not procurable on an inclusive per diem rate, the amounts paid such hospitals will not exceed amounts paid by other public agencies in the State.**
- c. The Commission does not pay in excess of the rate paid by other public agencies operating with the State for such items as blood donors, x-rays, anesthesia, appliances, costs, drugs, and supplies, not purchased or provided by the hospital for which the hospital has made no expenditures during the accounting period, and which therefore are not covered by the inclusive rates.**

14.4 Prosthetic Devices.

- a. In no case will the amount paid for prosthetic devices exceed the published rates for such devices, or, if there are no published rates, the amount paid for such devices shall not exceed the amount generally paid by other public agencies such as the State Rehabilitation Commission.**
- b. Information is maintained necessary to justify the rates of payment for prosthetic devices.**

14.5 Travel.

- a. All such expenditures will be made in accordance with applicable State regulations.**
- b. All travel within the State is authorized by the Director. Travel outside the State is authorized by the Governor.**
- c. Official travel is not allowed for expenses within the official station of an officer or employee except for necessary transportation expenses other than between home and office or place of duty. Employees who are required to travel within the official station to perform their official duties are reimbursed for travel expenses.**

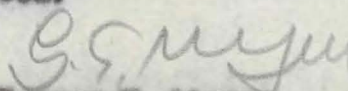
**New Jersey State Commission for the Blind
Schedule B.
Revised Compensation Schedule**

<u>Title</u>	<u>Range</u>	<u>Increment</u>
Executive Director	7200-8700	300
Assistant Executive Director	5220-6420	240
Medical Consultant (Visiting Physician)	(1) 780	Unclassified
Educational Counselor (Supervisor of Instruction)	(2) 3840-4740	180
*Psychometrist (Psychologist)	4980-6180	240
Supervisor of Employment (Supervisor of Placement)	4280-5100	180
Vocational Counselor	4020-4920	180
Placement Officer (Placement Agent)	3300-4200	180
Stand Program Supervisor (B. E. P.) (Supervisor of Vendors)	3660-4560	180
Assistant to the Executive Director	3480-4380	180
Supervisor of Physical Restoration (Public Relations Assistant)	3300-4200	180
Intake Worker (Social Case Worker)	3000-3600	120
Medical Social Worker	3300-4200	180
Principal Clerk-Bookkeeper	3480-4380	180
Principal Clerk-Stenographer	3300-4200	180
Senior Clerk-Bookkeeper	2880-3480	120
Senior Clerk-Stenographer	2880-3480	120
Senior Clerk	2760-3360	120
Clerk-Bookkeeper	2280-2880	120
Clerk-Stenographer	2280-2880	120
Clerk-Ediphone Operator	2160-2760	120
File Clerk	1920-2520	120
Institutional Aide (Clerk-Guide)	(3) 1920	Unclassified

*Position not filled.

- (1) Part-time position.
- (2) Receives extra \$200. for Masters Degree in accordance with Civil Service regulation and approval.
- (3) Effective 1/1/53

This is a true copy taken from the alphabetical listing issued by the New Jersey State Civil Service Commission effective July 1, 1952.


 George F. Meyer
 Executive Director

Section XVI. Reimbursement from Federal Funds

The Commission requests Federal reimbursements under the Federal Act and Regulations for necessary costs of administration, for necessary guidance and placement costs, and for necessary costs incurred in providing vocational rehabilitation services to eligible people.

Section XVII. Submission of Reports

- a. **The Commission makes to the Federal Director such statistical, fiscal, operating and other reports, at such times, and in such form as the Director may prescribe.**

- b. **The Commission maintains such accounts and supporting documents as will permit of an accurate and expeditious determination to be made at any time of the status of Federal Grants, including the disposition of all moneys received, and the nature and amount of all charges claimed to lie against the respective Federal authorization.**

EXHIBIT I

PRIMARY LAWS

These laws are on file with O. V. R. and are therefore not attached to this revised plan.

Esbeck

Fidelity Union State

EXHIBIT II

COLLATERAL LEGISLATIVE

**These laws are on file with O. V. R. and are therefore
not attached to this revised Plan.**

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EXHIBIT III

**LAWS GOVERNING NEW JERSEY STATE DEPARTMENT OF
INSTITUTIONS AND AGENCIES**

These laws are on file with O. V. R. and are therefore
not attached to this revised Plan.

EXHIBIT 4A

COOPERATIVE AGREEMENT BETWEEN
N. J. STATE COMMISSION FOR THE BLIND
AND
N. J. REHABILITATION COMMISSION

The cooperative agreement between the New Jersey Rehabilitation Commission and the New Jersey Commission for the Blind provides that where central vision is 20/70 or better, with or without glasses and examination indicates there is little or no likelihood that the vision will deteriorate, that the responsibility for rehabilitation will rest with the New Jersey Rehabilitation Commission.

The Commission for the Blind will be specifically responsible for those individuals whose central vision is 20/200 or less in the better eye with correction, or, whose peripheral field is reduced to 20 degrees.

The rehabilitation of individuals who fall between this upper and lower extreme is the joint responsibility of both agencies. Experience indicates that Snellen chart measurements are not in themselves a sufficient basis for judging the seriousness of a visual handicap. Other considerations are the nature of the eye condition (e.g. Myopia, glaucoma, etc.). The characteristics of restricted field of vision (e.g. whether all quadrants are effected, etc.). The psychological attitude of the client toward his visual disability, etc.

Under the circumstances it is agreed by the two agencies that clients who fall between the two extremes, including one-eyed individuals may be handled by either agency provided the medical data indicates the existence of a substantial employment handicap. Wherever necessary the two agencies will consult with one another in order to clarify the status of the client so that referral can be made to the agency which can best serve him. Wherever necessary the specialized medical services of either agency will be used by the other where consultation indicates that such a procedure will best serve the needs of the client.

George F. Meyer, Executive Director
N. J. State Commission for the Blind

Victor C. Bleecker, Assistant Director
N. J. Rehabilitation Commission

Dated March 14, 1949

**AGREEMENT OF COOPERATION BETWEEN
THE
NEW JERSEY STATE COMMISSION FOR THE BLIND
THE
NEW JERSEY STATE EMPLOYMENT SERVICE
AND THE
VETERANS EMPLOYMENT SERVICE**

This agreement of cooperation between the New Jersey State Commission for the Blind, the New Jersey State Employment Service, affiliated with the United States Employment Service, a division of the New Jersey Unemployment Compensation Commission, and the Veterans Employment Service is made for the purpose of coordinating and correlating parallel services undertaken by each agency in accordance with established legal procedures, and for the elimination of duplication of effort and competition of services in relation to indicated services to the blind.

By statute the New Jersey State Employment Service is responsible for maintaining complete placement service available to all eligible persons. Included in this responsibility is provision for assistance in effective placement and proper utilization of persons restricted from entering regular fields of employment or from continuing former work activity because of physical limitations. By statute the New Jersey State Commission for the Blind will provide to eligible persons in the State, indicated preparatory rehabilitation services for blind civilians and blind veterans with non-service connected disabilities, provided such services may reasonably be expected to render such persons available for remunerative employment, or more remunerative employment. The New Jersey State Commission for the Blind is also responsible, by law, for the effective placement of blind individuals who meet its eligibility requirements in remunerative employment and for adequate supervision, investigation and follow-up after placement.

All blind individuals and all individuals of apparent impaired vision registered with the New Jersey State Employment Service after interview with selected qualified New Jersey State Employment Service personnel will be advised of the rehabilitation services available to them through the New Jersey State Commission for the Blind. The New Jersey State Employment Service will furnish the Commission, in writing, the names and addresses of such individuals who have accepted referral to the Commission. The Commission will furnish the New Jersey State Employment Service office within a reasonable length of time a report stating the findings of the Commission with respect to each individual.

To enable the New Jersey State Employment Service to discharge its responsibility in the placement of the blind, the Commission will refer all persons applying to it for employment to the New Jersey State Employment Service local office nearest the individual's residence for purposes of registration and assistance in the placement process. Notice of referral will be made in writing by the Commission to the local office having jurisdiction.

The Commission will notify the appropriate local office of the New Jersey State Employment Service of the placement of any individual referred to the Commission by the New Jersey State Employment Service.

The Commission will assume the responsibility for on-the-job training and follow-up of all blind or sight-impaired individuals placed in employment as a result of a referral by the New Jersey State Employment Service to the Commission, and will notify the appropriate local office in writing of the success or failure of the individual on the job.

The New Jersey State Employment Service personnel responsible for the placement and/or counseling of handicapped persons will establish personal relationship either by telephone, if within reasonable distance, or by letter with Mr. Carl C. Pirups-Hvarre, Supervisor of Employment, New Jersey State Commission for the Blind, 1060 Broad Street, Newark, New Jersey, telephone Market 2-0267, for discussion or development of job opportunities.

It is agreed that occupational information relating to job family studies, occupations suitable for blind workers, and all other available data in the field will be exchanged by each agency. Occupational and other research studies and projects will be undertaken jointly by selected personnel of each agency from time to time as industrial, economic or other conditions indicate the need.

It is agreed that the provisions and procedures outlined in this agreement shall be liberally construed by the administrators of each agency, in order that all available facilities may be utilized in the establishment of a service adequate to the placement of the blind.

This supersedes all previous agreements between the agencies involved.

George F. Meyer, Executive Director
New Jersey State Commission for the Blind

Harold G. Hoffman, Executive Director
New Jersey State Unemployment Compensation
Commission

Russell J. Eldridge, State Director
New Jersey State Employment Service

Thornton Webster, Veterans Employment
Representative for New Jersey
Veterans Employment Service

DATE June 30, 1947

AGREEMENT

**The New Jersey State Board of Vocational Education and
the New Jersey State Commission for the Blind agree that -**

- (1) All Plan materials and reports affecting the rehabilitation program administered by the Agency for the Blind will be transmitted by such Agency directly to the Office of Vocational Rehabilitation;**
- (2) Copies of such Plan materials and reports will be submitted simultaneously to the duly authorized representative of the State Board of Vocational Education by the Agency for the Blind; and**
- (3) If within a period of 30 days the duly authorized representative of the State Board does not advise the Office of Vocational Rehabilitation that for any reason the State Board does not concur in such Plan materials and reports, they will be of the same effect as though submitted through the State Board.**

NEW JERSEY STATE BOARD OF VOCATIONAL EDUCATION

3/27/53

Date

BY:

J. M. Karchinger

NEW JERSEY STATE COMMISSION FOR THE BLIND

3/26/53

Date

BY:

G. E. Meyer

Esbeck

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EXHIBIT V

CIVIL SERVICE LAWS

See Part One of the State Plan for Vocational Rehabilitation in New Jersey.

EXHIBIT VI

STANDARDIZED STATE TRAVEL REGULATIONS

See Part One of the State Plan for Vocational Rehabilitation in New Jersey.

E. Beech
Fidelity Union Skin
MADE IN U.S.A.

EXHIBIT VII

N. J. STATE COMMISSION FOR THE BLIND

Legislative Appropriation Fiscal Year
July 1, 1951 - June 30, 1952

SALARIES:

S 52-102	Executive director	\$ 7,500.00	
S 52-120	Other officers and employees	124,320.00	
S 52-130	Special services	1,500.00	
S 52-150	Bonus	420.00	
		<hr/>	\$133,740.00

MATERIALS AND SUPPLIES:

S 52-207	Motor vehicular transportation	\$ 800.00	
S 52-208	Stationery and office	1,400.00	
S 52-214	Curative workshop supplies	3,100.00	
S 52-214-01	Mobile eye clinic supplies	500.00	
S 52-214-02	Extension of home industries	1,700.00	
		<hr/>	7,500.00

SERVICES OTHER THAN PERSONAL:

S 52-301	Traveling expenses	7,500.00	
S 52-303-03	Rent: Garages	252.00	
S 52-303-05	Rent: Equipment	100.00	
S 52-305	Expressage	1,200.00	
S 52-308	Subscriptions and membership dues	85.00	
S 52-805	Support, instruction and rehabilitation of blind	125,000.00	
S 52-805-01	Higher education of blind	5,000.00	
S 52-805-02	Prevention of blindness	6,000.00	
S 52-805-03	State relief of blind	250.00	
S 52-805-04	Entertainment for the blind	300.00	
S 52-805-05	Mobile eye clinic expenses	2,080.00	
S 52-805-06	Curative workshop expenses	200.00	
		<hr/>	147,967.00

CURRENT REPAIRS AND MAINTENANCE:

S 52-401	Office furniture, machines and equipment	175.00	
S 52-404	Automotive	300.00	
S 52-404-01	Automotive equipment -- Mobile Eye Clinic	200.00	
S 52-407	Curative workshop	100.00	
		<hr/>	775.00

EXTRAORDINARY:

S 52-805-07	Maintenance of summer camp	4,000.00	
S 52-805-08	Payments to counties (Chapter 348, P. L. 1941)	8,500.00	
		<hr/>	12,500.00

Esleeck

Fidelity Union Skin

S 52-711

ADDITIONS AND IMPROVEMENTS:
Mobile Eye Clinic--equipment

300.00

The balance to the credit of the outdoor relief or aid to the blind--Revolving Fund--on the thirtieth day of June, one thousand nine hundred and fifty-one, is hereby reappropriated, said sum not to exceed \$8,500.00.

The balance to the credit of the Revolving Industrial Fund on the thirtieth day of June, one thousand nine hundred and fifty-one, is hereby reappropriated as a Revolving Industrial Fund, in the sum of \$2,000.00.

\$302,782.00

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MADE IN U.S.A.

Exhibit VIII

Esleeck

Fidelity Union S...

EXECUTIVE DIRECTOR

The Executive Director, Commission for the Blind, is appointed by the Board of Managers, subject to the approval of the State Board of Control, for an indefinite period. His responsibilities embrace the executive direction of the agency in all its phases, subject to the policies laid down by the Board of Managers. The salary for this position is set by the legislature as a line item in the annual Appropriations Act.

The history of the Commission is one in which the Board of Managers has always been conscious of its responsibility to supply skilled direction for the work of this Commission and it is believed the procedure is sufficiently well established to continue that same point of view. In general these qualifications are looked for in the Executive:

- (a) A minimum of four years college training including courses in social problems, education and vocational adjustment.
- (b) A minimum of ten years' experience in the field of the blind plus at least five years additional experience in this or other fields involving executive problems of organization, administration and supervision.
- (c) Qualities of tact, leadership and ability to direct commensurate with the responsibilities involved in the rehabilitation of blind persons and the coordination and advancement of community, State and Federal services to that end.

ASSISTANT EXECUTIVE DIRECTOR

Duties

Under direction of the Executive to assist in the administration of the various aspects of the Commission's program of services to the Blind.

Work with staff members and Department heads recommending policies and procedures for the advancement of the Commission's program.

Assist in general supervision of personnel and in the development and application of personnel standards and policies.

Typical Tasks

1. To organize and prepare plan materials required by the Federal Government in the Assistance and Vocational Rehabilitation programs.
2. To prepare studies, bulletins, and regulations covering various aspects of the Commission's work.
3. To review official documents and assist in their application and interpretation.
4. To plan and effectuate a program of in-service training within the various departments of the Commission.
5. To prepare critical correspondence for the Executive.
6. To represent the Executive in his absence and on special assignments.
7. To work with division and supervisory heads in developing standards of performance, interpreting procedures, policies, etc., and evaluating their execution.
8. To work with other cooperating agencies and with section heads in developing a better understanding and cooperative rapport.
9. To work with the Business Manager, Director of Education, and Director of Case Services in order to coordinate the case services with the business and fiscal aspects of the Commission's work.

Minimum Qualifications

A minimum of four years' college training including courses in administration, social problems, education, and vocational adjustment.

Ten years experience in the field of social service, rehabilitation, or related fields, three years of which must have been in an administrative and supervisory capacity, and three of which must have been in the area of the blind.

Qualities of tact, leadership, and ability to direct, commensurate with the responsibilities involved in the position. Ability to handle technical problems associated with the administration of social service, education and rehabilitation programs.

ASSISTANT STAND SUPERVISOR
(Assistant Supervisor of Vendors)

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Duties

Under Supervision of the Stand Supervisor: Counsel and instruct operators on the job; to assist operators in handling accounts and records; to supervise a given number of stands so that their merchandising potentialities are fully developed.

Typical Tasks

To counsel and advise stand operators relative to management techniques.

To inspect stands for conformity to regulations.

To assist in purchases and the adjustment of individual business needs.

To review and analyze reports.

To assist operators in maintaining current records.

To instruct operators in orderly display and other sales techniques.

To perform such other services as may be involved in the maintenance of a high standard of stand management.

Minimum Qualifications

(a) A high school education.

(b) At least three years of paid full-time chain store merchandising experience or business management experience. (Appropriate schooling beyond the high school level may be substituted for work experience in the ratio of one year of schooling to six months of experience; however, such substitution may not be made for more than one year of experience.)

(c) A knowledge of modern purchasing, storing, handling and accounting methods for commodities and other merchandising ordinarily handled by vending stands; a knowledge of advertising and general display methods; ability to maintain and establish friendly and cooperative relationships; a knowledge of the needs and capabilities of blind people and the objectives of the stand program; ability to work with people; ability to prepare clear and concise reports. Good health; neat personal appearance; good judgment; tact, initiative and integrity.

ASSISTANT TO THE EXECUTIVE DIRECTOR

Duties

Under direction of the Executive:

Maintain and supervise a special services unit designed to make available to blind people services not elsewhere available.

Administer the loan and repair of special devices loaned to blind people.

Develop and coordinate Commission's relationship with service clubs.

Typical Tasks

1. To secure from the supervisors in the various departments data concerning the individual needs of blind people requiring service.
2. To confer with clubs, committees and individuals with reference to facilities that might be placed at the disposal of individual blind people.
3. Take blind people to doctors, clinics and other facilities when the service in question do not come under the program of any other department.
4. To help blind people buy clothing and secure the facilities for which funds have been provided by clubs.
5. To talk to clubs and bring to their attention services that they might perform for blind people.
6. To work out programs of service to present to clubs when they have a desire to serve.
7. To show the picture of the Commission's activities and make presentations of the Commission's work.
8. Plan vacation opportunities for blind people and other recreational activities for groups that are interested in such lines.
9. To receive and process requests for special equipment to be loaned by the Commission.
10. To coordinate the transportation facilities of the Commission for the purpose of effectively utilizing long distance transportation for a number of people.
11. To look after the repair and maintenance of the Commission's automobiles, Talking Books and other equipment provided for the use of the staff and clients.
12. To maintain a record of possible homes for blind people to facilitate their housing and through inspection determine their suitability.
13. To confer and cooperate with the heads of the various services of the Commission for the purpose of tying in voluntary services with those furnished under State expense.
14. To represent the Executive at clubs, recreational gatherings, and other meetings appropriate to the service.
15. To arrange for special concessions to blind people extending such services as are now furnished to blind people through the Commission such as bus passes, theater passes, entertainment privileges and the like.
16. To supervise the distribution of transportation and theater passes as requested by clients.
17. To extend services to blind people and their families in meeting their personal needs either in person or through cooperating volunteers such as assisting in

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shopping, securing furniture and other special services.

Minimum Qualifications

Graduation from a College or University with specialization in Public Administration, business administration, economics; social welfare or related fields.

At least three years full time paid experience in the specialty field.

Knowledge of public personnel practices, budgetary and accounting procedures, ability to plan and supervise the work of others.

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MADE IN U.S.A.

CLERK

DEFINITION: Performs moderately difficult clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent works under supervision and may have limited supervision over a small group of workers.

EXAMPLES OF WORK: Reviews and passes on reports and applications where rather simple determinations are involved; opens and distributes mail; gives out information; answers telephone calls; maintains up-to-date mailing lists; requisitions and stores office supplies; compiles data for reports; assists in making up and verifying payrolls; operates office appliances and machines.

REQUIREMENTS:

1. Education at a level represented by the successful completion of two years of study at a standard high school.
2. Familiarity with modern office practices, procedures, and appliances.

CLERK BOOKKEEPER

DEFINITION: Performs moderately difficult bookkeeping and clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent works under immediate supervision in the performance of routine phases of the office program.

EXAMPLES OF WORK: Makes entries in cash books, journals and other records; posts entries; balances or adjusts accounts; prepares statements or reports; makes extensions or calculations of percentages and discounts; determines accounts to which orders and vouchers are charged; prepares trial balances; reconciles bank accounts; compiles reports.

REQUIREMENTS:

1. Education at a level represented by the successful completion of two years of study at a standard high school.
2. Knowledge of bookkeeping procedures.

CLERK EDIPHONE OPERATOR

DEFINITION

Under the direction of a Senior Clerk or other supervisor in a State department, institution or agency, types copy from Ediphone or other recording equipment; does related work as required.

EXAMPLES OF WORK

Transcribes dictation from an Ediphone machine or other recording equipment and types technical, scientific, financial, statistical, and other statements and reports, certificates, correspondence, memoranda, payrolls, vouchers, purchase orders, charts, forms, tabulations, bills, warrants, contracts, specifications, case records, manuscripts, and legal documents.

Cuts stencils.

Checks and compares finished copy.

Composes and types routine correspondence and fills in forms, circular letters, and form letters as directed.

Addresses, stamps, and mails Department envelopes and other mail.

Operates numbering, time stamping and dating machines.

Operates varied types of office machines and equipment, including manually and electrically operated typewriters, duplicating machines and adding machines as may be required.

Maintains established records and files.

REQUIREMENTS

Education

Formal education or other education and training showing attainment of the level represented by graduation from high school.

CLERK STENOGRAPHER

DEFINITION: Performs moderately difficult stenography, typing and clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent does general office work under supervision.

EXAMPLES OF WORK: Takes shorthand notes from moderately difficult dictation and transcribes them; maintains files and records; types form letters, reports and requisitions; cuts stencils; opens and distributes mail; answers the telephone and gives out routine information.

REQUIREMENTS:

1. Education at a level represented by the successful completion of two years of study at a standard high school including a course in stenography.

CLINICAL PSYCHOLOGIST

Duties:

Under Executive direction, develop standards for psychological services, including the various types of scientific measurements and techniques, as aides in social, personal, educational and vocational adjustment; administers tests, and furnishes interpretations of test results; evaluates program needs.

Typical tasks:

1. To study the various service programs of the Commission and recommend specific psychological services.
2. Make individual case studies on a referral basis and advise on program planning.
3. Administer, and where necessary, supervise the administration of psychological tests and measurements and interpret findings.
4. Consult with executive officers and department heads on service programs.
5. Assist in Commission in-service training program leading to the development of interviewing aides, improved use of school and employment records, social and personal histories, and other data necessary for an adequate understanding of the individual.
6. Consult with specialists and operating personnel in respect to those cases which present the more difficult problems of adjustments.
7. Through review of cases make studies to determine the use of objective methods of evaluation of mental capacity, general background, special aptitudes, skills, and personality traits; encourage the use of objective methods.
8. By discussion of personality inventories and other psychological methods of studying personality traits and problems, aid the staff in gaining a broader understanding of human behavior and methods of dealing with cases of maladjustment.
9. Consult with the Commission's Educational Director and others on the selection of tests, interpretation of results, and the application of remedial and preventive techniques in the school program.
10. Act as psychological advisor and consultant at the Commission's training center.
11. Do related work as required.

Minimum Qualifications

1. Possession of a Ph. D. from a University with specialization in psychology, mental measurements, and statistics; graduate work in clinical psychology.
2. A minimum of 3 years experience in administering and tabulating psychological tests; knowledge of abnormal psychology; clinical psychology, vocational training and the techniques of mental measurements, skill in administering, recording and interpreting tests.

EDUCATIONAL COUNSELOR
SECONDARY SCHOOLS AND HIGHER EDUCATION
(Supervisor of Instruction)

Duties

Under supervision of the Director of Education:

Implement and coordinate the Commission's education program for the visually handicapped.

Give counsel and guidance to families, school authorities and students attending public High Schools and schools of higher learning.

Make available special educational materials.

Typical Tasks

1. Give educational and vocational guidance to High School students and those adults planning advanced training, arrange for diagnostic tests, vocational interest inventories, etc.
2. Advise with teachers and principals of public High Schools regarding the adjustment of individual blind or partially seeing students; the adaptation of teaching techniques for the blind or partially seeing High School students; check regarding students' progress advising diagnostic or remedial treatment when indicated.
3. Employ and supervise Tutor-Readers for each visually handicapped High School student.
4. Arrange for provision of specialized equipment such as braille or large-print textbooks, braille writers, typewriters, Talking Book records, science or mathematics equipment.
5. Consult with college personnel or faculty of vocational training schools regarding problems of students receiving advanced training; interpreting the special needs and advising regarding adaptation of methods and checking on progress, etc.
6. Advise with parents and with individual students regarding social, emotional, physical and academic adjustment, recommending use of social welfare and recreational agencies when necessary.
7. Act as interpreter between home and residential school for the blind in cases transferred from public school facilities to temporary placement in residential school.
8. Do related tasks as assigned.

Minimum Qualifications

New Jersey secondary school teaching certificate with special training as a teacher of the blind and as a teacher of the partially seeing, which training should

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include such courses as: Anatomy and Diseases of the Eye, Psychology of the Handicapped, Special Methods and Techniques in Sight-Saving Classes and Special Methods for Teaching the Blind, Educational and Vocational Guidance.

A minimum of two years teaching experience.

FILE CLERK

DEFINITION: Performs moderately difficult filing work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent does general filing work under supervision.

EXAMPLES OF WORK: Arranges, indexes and files papers, records, correspondence, memoranda, maps, tracings, property plans, and other matter; pulls papers and folders from files as requested and charges them on forms prepared for the purpose; develops, modifies, and expands existing filing systems, and installs new ones.

REQUIREMENTS:

1. Education at a level represented by the successful completion of two years of study at a standard high school.

INSTITUTIONAL AIDE

Duties:

This is an unclassified position in the State Civil Service. Duties are set by the Director of the Agency or Agencies employing individuals in this title.

Under direction of the Intake Worker, who is blind, Institutional Aides are presently employed to act as guides for the Intake Worker. They assist in reporting on home conditions of clients; perform clerical work; drive car during field visits and do other related work requiring sight.

Qualifications

The qualifications are those necessary to perform the particular job assignments.

INTAKE WORKER
(Social Case Worker)

Duties

Under supervision of the Employment Supervisor:

Interview blind people; make detailed reports of their background, needs, and capabilities.

Stimulate newly-blinded persons to accept rehabilitative services.

Assist applicants for service to make suitable choices.

Typical Tasks

- a. To contact clients for purposes of rehabilitation.
- b. To take a case history and set up their financial resources as well as their rehabilitation needs together with appropriate data.
- c. To recommend the type of services needed.
- d. To act as vocational counselors in executing rehabilitation plans.
- e. To do related interviewing and diagnostic work as required.

Minimum Qualifications

Ability to work with people; objectivity; good judgment and resourcefulness in meeting problems. The ability to express oneself tactfully, clearly and concisely; the ability to plan under supervision and execute work effectively; the desire and ability to respect confidences implicit in a professional worker--client relationship. Having a thorough understanding of the problems peculiar to adjustment of blindness as well as some knowledge of the techniques to be employed in overcoming those problems. Having a working knowledge of the Commission's vocational rehabilitation program as well as all of the other services available through the Commission. Ability to analyze capacities of blind people.

(All other things being equal, blindness will be considered an asset to a worker in this area.)

Graduation from an accredited four year college course and a minimum of one year graduate work in a recognized school of social service.

Plus

two years of full-time paid experience in social service work with an agency for the blind as a home teacher or social case worker or counselor.

MEDICAL CONSULTANT

(1) Duties:

To furnish day-to-day consultation to the Supervisor of Physical Restoration on individual cases and specific medical problems:

to advise with regard to the execution of the policies for physical restoration;

to assist the Supervisor in representing the State agency in its contacts with the medical and associated professions;

to assist in the maintenance of the standards established by the State agency for the selection of physicians, hospitals, and other medical personnel and facilities qualified to serve various types of cases, and for payments to physicians, hospitals, and others;

to assist in training the rehabilitation case-work staff with regard to physical restoration.

(2) Minimum qualifications:

- (a) Graduation from an approved (approved by the Council on Medical Education and Hospitals of the American Medical Association) school of medicine, and
- (b) One year's internship in a hospital approved (approved by the Council on Medical Education and Hospitals of the American Medical Association) for internship, and
- (c) At least two years of graduate training or experience in a medical field appropriate to physical rehabilitation.
- (d) Licensed to practice medicine and surgery in the State of New Jersey.

MEDICAL SOCIAL WORKER

DEFINITION: Under the direction of a supervisory officer in the Commission for the Blind, does the routine and difficult office and field work involved in providing needed medical and social assistance for children and others who are blind or whose vision is impaired; does related work as required.

EXAMPLES OF WORK: Organizes assigned medical social work concerned with the problems of persons who are blind or who have defective vision and develops effective work methods, makes arrangements for eye examinations; general medical examinations, psychiatric examinations and Wasserman, Kahn, X-Ray and other tests; in cases where hospitalization is indicated, assists in making the necessary arrangements, including provisions for financial assistance; following eye operations, gives general health counsel and advice; sees that necessary eye glasses and medications are provided; sees that transportation to clinics and hospitals is provided; makes arrangements for obtaining the varied types of special appliances necessary to the physical and emotional readjustment of children and adults with visual handicaps; gives instructions to student nurses by means of lectures and explanations concerning the current methods of sight conservation; helps to arrange and make out the programs for eye health promotion in those schools having for their objective the conservation of the vision of children; arranges for exhibits at county fairs and other meetings and explains the purposes of the exhibits; handles correspondence; prepares reports containing findings, conclusions and recommendations; maintains suitable records and files.

REQUIREMENTS:

1. Formal and other education and training showing attainment of the level represented by graduation from a college of recognized standing, supplemented by a completion of a curriculum in medical social work in an approved school of social work.
2. Some experience involving the collection, analysis, use and recording of the information needed to determine a proper course of medical social action in the case of persons who are blind or whose vision is defective.
3. Considerable knowledge of the purposes, policies, standards, methods and procedures involved in doing medical social work, involved in providing needed services for children and adults who are blind or whose vision is defective, of the problems encountered in collecting and analyzing factual information needed in passing upon individual cases, drawing sound medical social work conclusions therefrom and basing appropriate action thereon, of medical social case work methods and terminology, of the laws, rules and regulations under which the Commission for the Blind operates and of the policies, procedures and standards of the Commission, of the organization, objectives and activities of the varied types of public and private

social agencies in New Jersey interested in the conservation of eye health and providing medical and social services for persons who are blind or who have defective vision, of individual and group behavior, of the particular mental, emotional, social and economic problems of blind persons and persons who have defective sight, of the handling of correspondence, of the preparation of reports containing findings, conclusions, and recommendations, and of the maintenance of suitable records and files.

4. Ability to analyze laws, rules, regulations and established procedures and apply them with reasonable consistency to individual cases, to reorganize assigned medical social work and develop effective work methods, to work harmoniously with associates, individuals, families, teachers, physicians, and organizations, to collect and make correct appraisals of the factual information needed in providing medical social services for children and adults who are blind or who have defective vision, to learn quickly the significant facts in individual or family situation and to weigh and evaluate such facts, to plan and carry out programs of special readjustment of persons who are blind or who suffer from defective vision on the basis of such findings, to comprehend the emotional, social, economic and other problems of children and adults who are blind or who have defective sight, to comprehend modern sight saving devices and methods, to handle correspondence, to prepare clear, sound, accurate and informative reports containing findings, conclusions, and recommendations, and to maintain suitable records and files.

5. Good health and freedom from disabling physical and mental defects.

PLACEMENT AGENT

Duties

Under supervision of the Supervisor of Employment:

Place blind people in appropriate employment and supervise their continuous job adjustment.

Survey plants; demonstrate operations feasible for blind people; and in other ways develop employment opportunities.

Typical Tasks

- a. Recommend and place people in employment; properly adjust their special needs and abilities to the job in hand.
- b. Contact employers in behalf of clients and conduct plant surveys in order to find suitable operations that blind people can do.
- c. Promote, expand and in other ways develop occupational opportunities for blind people.
- d. Continuously supervise a blind person's employment in order to insure permanency of employment, the smoother operation of the placement program, and the continuous adjustment of the client to changes in the employment picture.
- e. Demonstrate the efficient performance of jobs suitable for blind people through plant surveys.
- f. Keep an adequate system of records.
- g. Give-on-the-job training.
- h. Promote cordial industrial relations.
- i. Assist whenever necessary in the evaluating of employment applicants.
- j. Do related tasks as assigned.

Minimum Qualifications

Good appearance; pleasing personality; ability to speak easily; industrious and aggressive; intelligent; having an understanding of blind people; having insight into human nature; mechanical aptitude; capable of mature judgment. (All other things being equal to blindness will be considered an advantageous asset to a worker in this area.)

A minimum formal education of high school, trade, or vocational high school nature; graduation from an accredited college.

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In addition, one year of full-time paid work experience with an agency, or school for the blind in the field of vocational rehabilitation and/or guidance.

Work experience as a plant foreman, personnel manager, journeyman in a recognized trade, or in such field as: teaching, social service, business management, vocational rehabilitation in the ratio of two years work experience to each year of college up to two years allowed.

PRINCIPAL CLERK BOOKKEEPER

DEFINITION: Performs complex and detailed bookkeeping and clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent works under direction, and is in charge of planning and directing the bookkeeping work of a State department, or large subdivision thereof. This position requires the exercise of considerable independent judgment in the establishment of bookkeeping procedures and the supervision of the work.

EXAMPLES OF WORK: Outlines, plans, and maintains schedules of bookkeeping work; instructs employees in methods of work; carries out changes in administrative policies of the department; supervises the preparation of payrolls and requisitions; computes taxes; handles correspondence that does not require special action by the commissioner or department head.

REQUIREMENTS:

1. Education at a level represented by graduation from a standard high school.
2. Not less than four years of experience in responsible bookkeeping work, some of which shall have involved responsible supervisory duties.
3. Thorough knowledge of modern bookkeeping procedures, and office practices.

PRINCIPAL CLERK STENOGRAPHER

DEFINITION: Performs exceedingly difficult and complex stenography, typing, and clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent, under general direction performs either work of an exceedingly difficult and complex nature, or supervisory responsibilities of great magnitude, or some equivalent combination of the two. The position requires the exercise of considerable independent judgment. Employees within this class serve as secretaries to only the highest administrative officials.

EXAMPLES OF WORK: Takes dictation of an exceedingly difficult and complex nature such as lengthy and highly technical letters, decisions, briefs, and memoranda; records proceedings of conferences, hearings, and meetings; transcribes information that is difficult to tabulate and arrange such as legal papers and documents, large and complex statistical tables, and highly confidential correspondence; makes special surveys and gathers administrative information for use by important departmental officials; schedules engagements and conferences; screens visitors to administrative offices; prepares letters for official signature where the nature of the reply may, or may not, be indicated; maintains confidential files and accounts.

REQUIREMENTS:

1. Education at a level represented by graduation from a standard high school secretarial course.
2. Not less than four years of experience in responsible clerical work and stenography.
3. Thorough knowledge of stenography and of modern office techniques.

SENIOR CLERK

DEFINITION: Performs specialized clerical work of considerable difficulty; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent works under direction and assumes responsibility for certain stated activities involving the exercise of some independent judgment. The work may involve individual activities of a semi-technical nature, the supervision of a group or unit generally numbering four to ten, or a combination of the two.

EXAMPLES OF WORK: Reviews and passes on reports and applications where complicated determinations are involved; ^{and} answers non-routine inquiries originating inside or outside of the office; handles correspondence of a complicated nature which may not be reviewed prior to its dispatch; plans and supervises the work of employees in subordinate positions; trains employees on the job; directs the operation of office appliances and machines.

REQUIREMENTS:

1. Education at a level represented by graduation from a standard high school.
2. Not less than two years of experience in general clerical work.
3. Knowledge of modern office practices, procedures and appliances, and of business English and the principles of letter writing.

SENIOR CLERK BOOKKEEPER

DEFINITION: Performs specialized or technical bookkeeping and clerical work; does related work as required.

DISTINGUISHING CHARACTERISTICS: The incumbent works under general supervision, and either personally, or through a group of subordinate Clerk Bookkeepers or Clerks, assumes responsibility for one or more phases of the bookkeeping work of a State department.

EXAMPLES OF WORK: Makes journal entries; posts items; examines records; tabulates data; prepares trial balances; verifies bills; prepares documents; assists in preparation of an annual budget; enters orders, requisitions, invoices, and payrolls in the ledger; records and files deeds; supervises the work of employees in subordinate positions.

REQUIREMENTS:

1. Education at a level represented by graduation from a standard high school.
2. Not less than two years of experience in bookkeeping work.
3. Considerable knowledge of modern bookkeeping procedures.

STAND MANAGEMENT SUPERVISOR
(Supervisor of Vendors)

Duties

Under supervision of the Supervisor of Employment to direct the business opportunities program; to maintain the stand program on a high level of efficiency; to develop standards of merchandising, display and management.

Typical Tasks

- a. Secure and develop new stand business opportunities.
- b. Develop public confidence in the stand program.
- c. Advise on the training of operators.
- d. Assist in surveying operating enterprises and evaluating their performance.
- e. Help make stand placements and such after care arrangements as may be necessary for guiding the stand operators and Assistant Stand Supervisor into constructive relationships among themselves and with the public.
- f. Do related work as required.

Minimum Qualifications

- (a) Graduation from a standard four year high school course.
- (b) Five years of successful full-time experience in the field of management, sales, and merchandising of which at least two years shall have been as a manager of one or more chain stores or as a supervisor of two or more chain stores. In addition, a minimum of one year full-time paid experience with an agency for the blind in the rehabilitation area.
- (c) A thorough knowledge of modern purchasing, storing, handling and accounting methods for commodities and other merchandise ordinarily handled by vending stands; a knowledge of advertising and general display methods; a knowledge of the needs and capabilities of blind people and the objectives of the stand program; the ability to maintain and establish friendly and cooperative relationships with business executives, public officials and stand operators; the ability to prepare clear and concise reports and to handle routine forms of correspondence.

SUPERVISOR OF PHYSICAL RESTORATION

Duties

Under supervision of the Director of Case Services, to help plan and execute the program of physical restoration conducted by the New Jersey State Commission for the Blind.

Organize and supervise the Commission's Mobile Eye Clinic.

Supervise the Commission's program of publicity and prevention of blindness.

Typical Tasks

1. Supervise and direct the medical social work staff and their activities.
2. Establish case work procedures.
3. Select (with the advice of the State Professional Advisory Committee) qualified physicians, hospitals, and other medical personnel and facilities to be used in the program.
4. Arrange rates of payment, contracts, etc.
5. Prepare appropriate reports.
6. Supervise the maintenance of adequate statistical and case records.
7. Propose, initiate, direct and supervise activities contributing to a more effective understanding, control and prevention of the incidence of blindness.
8. Consult with school administrators, industrialists and Department of Health on the implementation of programs for eye care and Prevention of Blindness.
9. Consult with medical societies, physicians, and hospitals, and interpret the Commission's program of physical restoration.
10. Instruct nurses and lay groups in a better understanding of eye health and techniques for prevention of blindness.

Minimum Qualifications

(a) Graduation from a four-year college or university plus graduation from a recognized school of social work with a Med. W. degree.

(b) At least four years of full-time paid experience since graduation in social welfare work, preferably in work related to prevention of blindness. At least two of the four years must have been in a medical setting, preferably in a hospital, clinic, health department, or in a physical restoration program. One year of four must have been in an administrative capacity.

SUPERVISOR OF PLACEMENT
(Supervisor of Employment)

Duties

Under supervision of the Assistant Executive Director:

Supervise and direct the activities of the placement department.

Develop facilities for the employment of blind individuals.

Typical Tasks

- a. Plan coordinated activities of the placement department.
- b. Assign case loads, supervise and evaluate placement personnel.
- c. To be a participating member of the Commission's placement and employment committee set up to plan rehabilitation programs on a case basis.
- d. To assist vocational counselor in meeting problem situations.
- e. To contact Employment Services and employer groups for purposes of developing and extending the Commission's program within a cooperative framework.
- f. To help develop new employment areas for the blind.
- g. To help integrate the employment service with other Commission services.
- h. To recommend and assist in the development of employment policies.
- i. To develop procedural bulletins in the employment area.
- j. To apply techniques of in-service training for existing personnel and for recruits.
- k. To do related work as assigned.

Minimum Qualifications

Personal qualifications are the same as those set forth for placement agent and in addition; supervisory ability; the ability to train others in their duties; the ability to evaluate work and to devise and apply remedial measures when necessary; the ability to inspire confidence of others.

Graduation from a four year course at an accredited college or university with a recognized degree. A minimum of six graduate or undergraduate course credits in the area of vocational guidance.

A minimum of three years of successful full-time paid experience in the area of vocational counsel and placement.

VOCATIONAL COUNSELOR

Duties

Under Supervision of the Supervisor of Employment:

Set up vocational training programs for employable blind individuals and follow them through.

Give vocational guidance and counsel.

Typical Tasks

- a. **To analyze the needs and capacities of placement applicants and set up plans for their vocational rehabilitation.**
- b. **Arrange for the vocational training and education of clients under supervisory direction.**
- c. **Interpret individual plans of rehabilitation to clients and to give guidance in forwarding them.**
- d. **To give vocational counsel and information.**
- e. **To assist in the coordination of specialized services required to successfully rehabilitate employment applicants.**
- f. **To compile informational and study material for the use of blind people in selecting a vocation.**
- g. **To place blind people in appropriate employment.**
- h. **Do related work as assigned.**

Minimum Qualifications

Understand the problems of blindness and the methods of coping with them; enjoy working with people; understand the Commission's vocational rehabilitation program; have a thorough knowledge of educational and training facilities for blind people; have a thorough knowledge of educational techniques so as to be able to guide and interpret the process of training to the client and to the Commission's specialists.

Have a recognized four year college degree with specialization in psychology or sociology; teaching, or guidance and counseling.

Have a minimum of two years of full-time paid counselling and placement experience, one year of which shall have been in the field of the handicapped preferably with an agency for the blind. Added experience and training in meeting the problems of blind people on the employment level will be considered an asset.