

## **JOB DESCRIPTION**

**Position:** DHILS Hard of Hearing Skills Trainer

**Reports To:** Director, DHILS

**Supervision exercised:** None

**Company:** Center for Living & Working, Inc. (CLW) is located in Worcester, Massachusetts and is a 501 (c)(3) not-for-profit agency founded in 1975 by a core group of young adults with disabilities. CLW is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. CLW provides four core services: Advocacy, Skills training, Peer support and Information and Referral.

**Exempt or Non-Exempt Status:** Non-Exempt

### **Responsibilities:**

- Conduct initial intake/assessment for HOH consumer.
- Provide Independent Living skills training and peer counseling to consumers.
- Develop and review Independent Living plans with consumers and set appropriate goals.
- Provide information and referral to consumers and other service providers as needed.
- Visit consumers at their homes.
- Advocate for individual consumers and for HOH Independent Living Services in general.
- Recruit or engage individual consumers to attend advocacy events.
- Provide emergency intervention for consumers as needed.
- Attend in-service workshops and other meetings and conferences when appropriate.
- Maintain accurate records of all services provided on designated report forms; submit those forms as requested.
- Work with interns from colleges.
- Coordinate and submit consumers' Title 7, Part B applications for assistive technology, including Specialized Technical Equipment Program (STEP) and as well as monitor the status of their orders.
- Collaborate with the DHILS team to develop the DHILS' "What's UP Newsletter".
- Hard of Hearing Outreach (HOH organizations, audiologists) and run HOH Support Group
- Perform other duties as assigned by the DHILS Director.

### **Essential Functions:**

This position requires frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies, business partners/vendors and other third parties;

This position requires the ability to conduct group presentations;

This position requires the ability to understand the requirements of the DHILS program and to be able to assess, teach, evaluate, educate, direct, refer the consumer/guardian regarding the scope and responsibilities of the program;

This position requires the ability to travel within service area and beyond as needed;

This position requires the ability to accurately enter information into database;

This position requires the ability to use office machinery, including calculators;

This position requires the ability to remain in a stationary/standing position for extended periods of time;

This position may require the ability to communicate in American Sign Language (ASL);

This position requires the ability to maintain strict confidentiality for the relevant population (consumers);

This position requires the ability to write an individualized care plan;

### **Preferred Qualifications:**

#### **Education**

High School or equivalent (GED) required; Bachelor Degree in health or human services preferred; relevant experience may be substituted for Bachelor Degree.

Fluency in American Sign Language Preferred

#### **Experience**

Minimum of 2 years of relevant experience working with hard of hearing services or servicing the hard of hearing community.

Excel, Microsoft Office and data base management

Working in or involved with the deaf/hard of hearing community

Information & Referral

Possess the ability to:

Work independently and as a team member

Work effectively with individuals with diverse disabilities and cultures

Prioritize and meet deadlines

Problem solve

Provide guidance and leadership

Take direction and understand consequences of action

**This job description is subject to change at any time.**

*Individuals with disabilities strongly encouraged to apply*