



Redwood Coast Regional Center

Respecting Choice in the Redwood Community

POSITION ANNOUNCEMENT

(This is not a full job description)

Cultural Specialist: Deaf & Hard of Hearing Specialist

Position located in our Eureka or Ukiah Office

JOB DESCRIPTION AND DUTIES: Under the direction of the Director of Clinical Services, the Deaf and Hard of Hearing Specialist develops and facilitates services and supports that meet the needs and interests of the persons served by the center who are deaf and hard of hearing. Position provides on-going short and long-term resource needs assessments for deaf and hard of hearing resources. Participates in activities within center's catchment area to support Lanterman and the provider community in creating integrated opportunities for the people who are deaf or hard of hearing.

EMPLOYMENT QUALIFICATIONS:

EDUCATION: A Bachelor's Degree from an accredited college or university in social work, psychology, special education, sociology, public health, or other related field.

EXPERIENCE: Two years of paid relevant experience with supporting people who are deaf or hard of hearing. Regional center experience as a Service Coordinator or similar case-carrying position serving persons with developmental and intellectual disabilities is preferred.

KNOWLEDGE AND ABILITIES: To perform effectively in this position, the incumbent must demonstrate a strong understanding of the deaf community and Deaf Culture as well as knowledge of current values and practices in the field of developmental disabilities; possess the ability to identify and analyze situations accurately and take prompt and effective action; establish and maintain collaborative working relationships with staff, regional center clients, families, service providers, and the public, possess the ability to mentor and work cooperatively with service providers and regional center staff and lead and motivate others; demonstrate ability that person is a self-starter with a positive attitude, willing to adapt as projects and related work evolve; possess the ability to communicate effectively, both orally and in writing; preparation of clear, accurate and concise reports, including the analysis and interpretation of statistical data and recommendations, possess strong organizational and conflict resolution skills; possess the ability to make oral presentations, organize and prepare written materials. Proficiency in the use of personal computers, particularly for purposes of word processing and data collection, is required.

TRAVEL REQUIREMENTS: Travel, which may include overnight trips, is required for this position. Possession of a valid California driver's license, a reliable vehicle and adequate insurance is also required or the ability for independent transportation.

SALARY RANGE: \$4,483-\$6,306 per month (8 step salary range)

Please go to website www.redwoodcoastrc.org/careers for more information and instructions on how to apply or contact HR at HR@redwoodcoastrc.org. Incomplete packets will not be considered.



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Position Title: DEAF AND HARD OF HEARING SPECIALIST

Supervised by: Director of Clinical Services

Department: Clinical Services

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Specific Types of Job Duties:

Deaf and Hard of Hearing

- 1) Serve as contact person for service coordination and service providers for matters concerning services for individuals who are deaf and hard of hearing.
- 2) Serve as liaison and communication link between regional center and community agencies that specialize in services for the deaf and hard of hearing.
- 3) Serve as liaison to the Department of Developmental Services (DDS) for issues regarding deaf and hard of hearing services.
- 4) Assess the communities unmet needs and act as the point person for specialized resource development.
- 5) In collaboration with the Community Service Department, engage in resource development for regional center's catchment area (Del Norte, Humboldt, Lake and Mendocino counties) which includes participating in the Request for Proposal (RFP) process.
- 6) In collaboration with the Community Service Department, maintain involvement with innovative resource development approaches; seek out community partners, opportunities and potential resources; share this information with staff, families, service providers and others.
- 7) In collaboration with the Community Service Department, provide program evaluation, and technical assistance to staff, vendors, clients, and the community on resources, regulations, and unmet needs for services for deaf and hard-of-hearing individuals with developmental disabilities.
- 8) In collaboration with the Community Service Department, ensure services provided are in compliance with Title XVII, California Code of Regulations, the Lanterman Act, regional center standards and best practices for community programs for people with developmental disabilities.



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- 9) In collaboration with the Community Service Department, , provide consultation to service providers wanting to revise/update the current program design as it relates to services for deaf and hard of hearing.
- 10) In collaboration with the Community Service Department, participate in all steps of the vendorization process as outlined in California Code of Regulations Title XVII.
- 11) Evaluate and ensure quality and effectiveness of deaf and hard of hearing related services including compliance with community standards, applicable regulations and reporting requirements.
- 12) Organize and hold trainings for regional center and service provider staff regarding best practice.
- 13) Provide up to date information and consultation to staff, clients and families and service providers regarding best practice and resource availability.
- 14) Ensure the integrity of the regional center's data pertaining to individuals who are deaf and hard of hearing.
- 15) Develop and maintain customized database to track clients meeting the DDS criteria.
- 16) Provide data as assigned for performance contract, applicable DDS initiatives and other reporting requirements.
- 17) Oversee that communication assessment are performed for individuals and incorporated into the IPP.
- 18) Actively participate in the Association of Regional Center Agencies (ARCA) or DDS committees as assigned.
- 19) Other duties as assigned.

Minimum Employment Standards:

Educational and Experiential Requirements: Applicants must have:

- 1) A bachelor's degree from any accredited college or university in social welfare, psychology, public health, special education, or other related field, and two years of paid relevant experience with supporting people who are deaf or hard of hearing. Regional center experience as a Service Coordinator or similar case-carrying position serving persons with developmental and intellectual disabilities is preferred.
- 2) American Sign Language is required

Other Requirements:

- 1) Computer literacy with Microsoft/Windows environment.
- 2) Reliable form of transportation, possession of a valid driver's license and minimum vehicle insurance as prescribed by law, or the ability for independent transportation.



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- 3) Must be available to work weekends and evenings, when necessary.

Knowledge and Abilities:

To perform effectively in this position, the incumbent must demonstrate a strong understanding of the deaf community and Deaf Culture as well as knowledge of current values and practices in the field of developmental disabilities; possess the ability to identify and analyze situations accurately and take prompt and effective action; establish and maintain collaborative working relationships with staff, regional center clients, families, service providers, and the public, possess the ability to mentor and work cooperatively with service providers and regional center staff and lead and motivate others; demonstrate ability that person is a self- starter with a positive attitude, willing to adapt as projects and related work evolve; ability to listen to people and to be empathetic; ability to multi-task and keep workload organized and up to date; possess the ability to communicate effectively, both orally and in writing; preparation of clear, accurate and concise reports, including the analysis and interpretation of statistical data and recommendations, possess strong organizational and conflict resolution skills; possess the ability to make oral presentations, organize and prepare written materials, collaborate with team of professionals, as well as work effectively in a fast-paced environment and manage multiple projects. Strong computer skills; included but not limited to, MS Word, Outlook, Excel, and PowerPoint.

Other Requirements:

This position requires extensive sitting in office settings, for meetings and travel (up to 50% of the time). Frequent walking, standing, and occasional lifting of up to 30 lbs. with occasional bending, stooping, reaching and stretching to complete work duties is required. Adequate manual dexterity and coordination for operation of an automobile, computer and other standard office equipment is required for this position. Any of the above with reasonable accommodation.

This position requires the ability to work under pressure of deadlines and a fast-paced environment and to cope with complex and often stressful situations.

Supervision:

This position is supervised by the Director of Clinical Services