**Job Description**

 **Job Title:** Director of DeafBlind Services

**Location:** Pittsburgh, PA

**Reports To:** Chief Operating Officer (COO)

**Salary:** $40,000 - 45,000

**Shift:** 35-40 Hours/Week

**Qualifications:**

* Fluent in American Sign Language
* Knowledge of Deaf and DeafBlind Culture
* Knowledge of Protactile a plus
* Experience working with individuals who are DeafBlind
* Excellent computer skills: Email, Word, Excel, Google Drive, etc.
* Outstanding communication skills
* Must maintain extreme confidentiality
* Organized & detail-oriented
* Ethical, Flexible, Patient, Responsible, Mature, Sensitive
* Ability to work independently and oversee others
* Act 34 – PA Criminal Clearance
* Act 151 – PA Child Abuse Clearance
* FBI Background Check
* COVID-19 Vaccination
* Associate’s Degree or higher

**Position Responsibilities:**

* Communicate and work with customers and SSPs age 21 and over without discrimination as to race, religion, sex, age, or disability
* Maintain an atmosphere that is welcoming, understanding, communicative, and supportive
* Consistently model flexibility, appropriate work maturity skills, and a positive professional work ethic
* Keep ALL information confidential
* Responsible for the safety and proper use of all DeafStone property
* Respond to work related correspondence via calls, texts, and/or emails in a timely and professional manner
* Maintain accurate and detailed records

**Position Responsibilities (continued):**

* Complete, update, and submit necessary reports/information within a deadline
* Continually improve the SSP program
* Outreach to new DeafBlind customers and SSPs
* Organize and facilitate SSP trainings and Customer Orientations
* Develop, disseminate, and evaluate satisfaction surveys
* Develop/Provide education and resources to individuals and the public
* Assist with researching additional/alternative funding options
* Address ethical and program dilemmas
* Advocate for the customer and SSP safety and best interests at all times
* Attend meetings and in-service training sessions
* Oversee the SSP Coordinator
* Other tasks as assigned

***Position Open Until Filled***

To apply, send a letter of interest and resume to:
JAdams@DeafStone.org

December 2021