**Job Description**

**Job Title:** Support Service Provider (SSP) Coordinator

**Location:** Eastern Half of PA - TBD

**Reports To:** Director of DeafBlind Services

**Salary:** $25,000 - 30,000

**Shift:** 30-35 Hours/Week

**Qualifications:**

* Fluent in American Sign Language
* Knowledge of Deaf and DeafBlind Culture
* Experience working with individuals who are DeafBlind
* Excellent computer skills: Email, Word, Excel, Google Drive, etc.
* Outstanding communication skills
* Must maintain extreme confidentiality
* Excellent organizational skills & detail-oriented
* Ethical, Flexible, Patient, Responsible, Mature, Sensitive
* Ability to work independently
* Act 34 – PA Criminal Clearance
* Act 151 – PA Child Abuse Clearance
* FBI Background Check
* COVID-19 Vaccination
* High School Diploma or higher
* On-the-job training provided

**Position Responsibilities:**

* Communicate with customers and SSPs age 21 and over without discrimination as to race, religion, sex, age, or disability in order to schedule SSP services
* 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 the designated SSP Coordinator phone and all DeafStone property
* SSP Coordinator phone – Used for work related correspondence via calls, texts, and/or emails; Respond in a timely and professional manner

**Position Responsibilities (continued):**

* SSP Coordinator email address – Used for work related correspondence; Respond in a timely and professional manner
* Maintain accurate and detailed records: contact information, requests, assignments, hours used, hours remaining, etc.
* Complete, update, and submit necessary reports/information within a deadline
* Have a clear understanding of the SSP program in order to answer questions or provide information
* Advocate for the customer and SSP safety and best interests at all times
* Attend meetings and in-service training sessions
* Assist the Director of DeafBlind Services
* Other tasks as assigned

***Position Open Until Filled***

To apply, send a letter of interest and resume to:  
[JAdams@DeafStone.org](mailto:JAdams@DeafStone.org)

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