



DeafStone
SERVICES INC.

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