



DeafStone
SERVICES INC.

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