Residence Center Assistant Liaison

Cleveland Sight Center

**Company Overview**

Cleveland Sight Center’s mission is to empower people with vision loss to realize their full potential, and to shape the community’s vision of that potential. We are constantly enhancing the breadth of our services and the sense of community to be a true partner for life for our clients and their families and caregivers.

The heart of our services is EDUCATION, EMPLOYMENT, and EMPOWERMENT. These form a continuum that underlies all that we do to help our clients achieve the independence to which they strive.

Through our commitment to excellence and innovation we continue to be a national leader in the delivery of services to individuals with vision loss.

**Job Description**

Under the direction of the Manager of Business Enterprises and Residence Center, the Residence Center Liaison is responsible for assisting the Residence Center Liaison in the general supervision of the Cleveland Sight Center Residence Center. The Residence Center Assistant Liaison is on full time active duty from 4:00 to 11:00 p.m., at least two days a week as scheduled and "on call" those same nights from 11:00 p.m. to 8:00 a.m. This schedule will include at least one weekend day and a weekday. Responsible for coordinating request for residence center space, providing orientation to new residents, families, and friends. The Residence Center Assistant Liaison also assists in the special needs of residents as requested.

**Skills and Experience**

Minimum of one-year work experience in human services setting. Prefer experience with special needs populations. Ability to completely handle a variety of emergencies, such as medical, building evacuation, alarms. Must be able to relate well to the family and friends of the residents. Ability to manage the services, programs and maintenance requirements of the residence center. Must be flexible in scheduling personal time off to coincide with fluctuations in client activity. Must possess reliable automobile, valid Ohio driver's license and excellent driving record. Must be able to transport clients in own or agency vehicle to and from grocery store, physician appointments, emergency situations and other miscellaneous activities.

**Education Requirement**

High School Graduate or Equivalent

**Diversity and Inclusion Statement**

The Cleveland Sight Center is committed to values of diversity and inclusion in order to create a climate of respect that is supportive to everyone’s individual success. We take a step beyond simple legal compliance in the recruiting process and employment tenure. We strive to provide an environment favorable to the all regardless of age, sex, race, color, national origin, religion, sexual orientation, gender expression, or disability. We recognize that the responsibility for diversity and inclusion lies with all of us at the agency: leadership, administration, staff and volunteers.