The mission of the Helen Keller National Center for Deaf-Blind Youths and Adults is to enable each person who is deaf-blind to live and work in his or her community of choice. Authorized by an Act of Congress in 1967, HKNC is the only organization of its kind—providing training and resources exclusively to people age 16 and over who have combined vision and hearing loss. Students travel from across the country to our headquarters in Sands Point, New York, for on-campus training in assistive technology, vocational services, orientation and mobility, communication and independent living, and our regional offices bring HKNC resources to communities throughout the United States. Employment at HKNC is a "one-of-a-kind" experience and at HKNC, we seek employees who have a strong work ethic, strive for excellence, enjoy a challenge, and are highly motivated and creative.

We currently have an exciting career opportunity available to join the HKNC team as a Youth Services Coordinator. The Youth Services Coordinator is responsible for team coordinating and providing Pre-Employment Transition Services for deaf-blind students and youths in the state of Illinois. Team coordination includes Department of Human Services, Project REACH, and the state Department of Education.

* ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.
* Outreach, develop, and maintain relationships with schools in Illinois that may have deaf-blind students age 14 through 22 (including but not limited to Illinois School for the Deaf, Illinois School for the Blind, Chicago Public Schools and other mainstreamed programs)
* Maintain collaboration with state Department of Human Services and Project REACH - activities may include actively referring consumers between organizations, conducting intake appointments with OHS and Project REACH staff, establishing and supporting youth group activities such as the Usher syndrome socials and family weekends .
* Conduct vocational assessments with deaf-blind students and youths age 14 through 22 including coordinating informational interviews, situational assessments, interest inventories, and career exploration.
* Plan and conduct Pre-ETS "Ready to Work" classes. Update the curriculum adding pertinent activities and topics as appropriate.
* Stay abreast of regulations and legislation related to youth services.
* Attend IEP and transition planning meetings.
* Plan summer work experiences for the Summer Youth Employment Program.
* Recruit job coaches for Summer Youth Employment Program. Plan and facilitate training for job coaches.
* In collaboration with Regional Representative, help arrange other services - AT, O&M, RT, SCW for deaf-blind students and youths age 14 through 22.
* Provide post-secondary school counseling - arrange for tours/interviews at colleges, community colleges, and vocational training programs.
* Plan events and workshops such as Advocacy in the Deaf-Blind World workshops and state or regional My Pursuit of Work, Empowerment & Resources Program.
* Collaborate with the HKNC OBIE program to provide services to deaf-blind students and youths, age 14 through 22, with intellectual disabilities.
* Attend Deaf-Blind Transition Services meetings.
* Attend and report on activities at scheduled meetings such as quarterly DRS/HKNC meetings and EPM meetings for students on campus at HKNC.
* Perform work related duties, when necessary, at the discretion of the Regional Representative and Director of Field Services.
* Maintain necessary documentation regarding consumer progress, communicate regularly with North Central Regional Team, and completes required reports in a timely fashion.
* Required: extensive local travel throughout the state of Illinois. Meeting all job duties and responsibilities may require use of personal vehicle.

EDUCATION and/or EXPERIENCE

Master's degree in Education, Social Work, Rehabilitation Services, Vocational Evaluation or related degree required. Experience working with individuals who are Deaf-blind, blind, Deaf or severely disabled strongly preferred.

Proficiency in American Sign Language and other methods of communication utilized by individuals who are deaf-blind required.

Primary office location is to be determined by Regional Representative and approved by Director of Field Services. Extensive local travel required throughout the state of Illinois and occasional travel to Sands Point, New York. The Youth Services Coordinator is required to visit consumers' homes and schools and provide services in a variety of environments.

**To Apply: Send resume and cover letter to** [**hkncrecruitment@hknc.org**](mailto:hkncrecruitment@hknc.org)