Helen Keller Services enables individuals who are blind, visually impaired, deaf-blind or have combined hearing and vision loss to live, work and thrive in the communities of their choice. Since 1893, Helen Keller Services (HKS) has been committed to improving the lives of individuals who are blind, visually impaired or have combined hearing and vision loss.

HKS is comprised of Helen Keller Services for the Blind (HKSB), a regional division serving the New York City/Long Island area, and the Helen Keller National Center for Deaf-Blind Youth and Adults (HKNC), a national division headquartered in Sands Point, New York, with a network of regional offices that extends HKS’ reach across the United States. Our instructors provide personalized training and guidance to each of our clients.

We currently have an exciting career opportunity to join the team as a Project Director: Field Expansion. The Project Director: Field Expansion works collaboratively with Executive Director, the Director of Field Services, and Regional Representatives in the overall management and quality assurance of service provided by HKNC Deaf-Blind Specialists. Focus areas include DBS and CSP staff training, outreach and interagency collaboration and CARF standards implementation.

Has financial, compliance and risk management accountability for programs and departments within the defined span of control.

Must demonstrate a sincere commitment to HKNC’s Mission and Values and conduct him/herself at a high professional level at all times and project a positive image of HKNC internally and externally.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Mission Execution:**

· Responsible for the development and execution of programs within his/her span of control in accordance with HKNC’ Mission and Strategic Objectives.

· Specific responsibilities are but are not limited to:

· Plan and oversee direct services in the field, provided by Deaf-Blind Specialists, CSPs with Regional Representatives to ensure compliance with contract and standards of CARF are implemented effectively.

· Oversee state community rehabilitation program (CRP)/vendor contracts with HKNC – liaison with the regional representative, state vocational rehabilitation/blind services agency, and HKNC regarding renewal, processes, compliance and monitoring of outcomes.

· Recruit and maintain Deaf-Blind Specialists, and be the national point of contact.

· Liaison with HKNC direct services, National Employment and Business Relations Specialist, Deaf-Blind Immersion Experience, senior adult specialists, vocational services and NY’s Community Services Program.

· Provide guidance to regional representatives to ensure cost-efficient and accountable DBS work schedules, individualized plans for training objectives and outcomes, and payment for 1:1 services; liaison with Accounting Department.

· Monitor Deaf-Blind Specialist’s reporting of outcomes into HKNC’s database, FileMaker Pro, in collaboration with Field Services Admin Assistant and work with Director Field Services to create accurate quarterly and annual reports.

· Review/approve “fee for services” billing invoices, including travel and reimbursement. Liaison with HKNC accounting department for processing billing from all states.

· Work jointly with Director of Field Services in incorporating DBS capacity building into Long Range Service Plans for evaluation, measurement and outcome reporting, including GPRA.

· Assist HKNC Senior Leadership team in prioritizing HKNC national advocacy and training initiatives based on local capacity building trends, consumer and family priorities/preferences.

· Plan and execute professional development training for Deaf-Blind Specialists, jointly with IRPD and Regional Representatives.

· Develop and implement national marketing plan for Deaf-Blind Specialist services.

· Complete special projects as assigned.

· Perform related duties as directed by immediate Supervisor and/or Administration.

**EDUCATION and/or EXPERIENCE**

· Master’s degree in vocational rehabilitation counseling, or a closely related field required.

· Minimum of ten years of full time work experience with individuals who are deaf-blind, significant disabilities, state vocational rehabilitation agencies. Minimum of five (5) years of supervisory experience.

· Must have strong computer skills, technical ability and organizational skills. Must have strong management skills for staff members who are located throughout the United States. Must be able to travel when needed.

**To Apply: Please send resume and cover letter to hkncrecruitment@hknc.org**