

Job Title: HSDC Family Room Coordinator

FLSA Status: Non-exempt

Department: Education

Prepared Date: January 2020

Reports To: Education Department Directors

Salary Range: \$15-18/hr

Summary: Under the guidance and direction of the Education Department Directors, design and host an onsite "Family Room" to welcome families with d/Deaf, DeafBlind, hard of hearing, Deaf+, and hearing children ages birth to five, offering parent education, family support, events and specialized programming in an inclusive, supportive Deaf-Friendly environment. This is a part-time position (approximately 20-30 hours per week).

Essential Duties and Responsibilities:

- Prepare a space that is safe and welcoming for families who seek support and inclusion in the Deaf and signing community
- Coordinate scheduling of staff and volunteers for the Family Room
- Monitor volunteers and staff who assist in Family Room coverage to ensure the safety of families, children, staff, and volunteers
- Reach out to families with young, newly-identified children with diverse hearing levels, or those seeking ASL exposure, and collect information to determine their needs
- Plan programming based on family needs in coordination with HSDC departments
- Participate in outreach and engagement activities throughout the regions that HSDC serves
- Align programming with HSDC's Parent-Infant Program (PIP) and Rosen Family Preschool
- Pilot Family Room programs, determine criteria for success, evaluate outcomes, and modify programs accordingly
- Perform work on weekends and evenings as needed to meet applicable deadlines
- Other duties as assigned by Executive Director and Education Department Directors

Supervisory Responsibilities: This position does not have supervisory responsibilities.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

- High School Graduate or GED
- Experience with the bilingual, bicultural ASL/English dual language approach, and a willingness to support other home languages
- Prefer experience working with young children ages birth to five who are d/Deaf, hard of hearing, DeafBlind or have complex developmental needs
- Knowledge of Deaf culture and community
- Exercises cultural competency when representing the needs of d/Deaf, hard of hearing, DeafBlind, and Deaf+ children and their families.
- Knowledge of child development
- Experience with listening technology (hearing aids, cochlear implants, and FM systems)
- Basic computer skills, including MS Office products

Certificates and Licenses:

- CPR/First Aid/Bloodborne Pathogen certifications, or willingness to obtain

Language Skills:

- Native or near native fluency in ASL
- Effective communication skills both written and verbal/signed

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is typically performed in a classroom environment, with a moderate noise level. The role requires the ability to cope with the demands/needs of small children, and the ability and willingness to efficiently travel by car throughout King, Snohomish, and Pierce counties on occasion.

How to Apply

Interested applicants, please send cover letter and resume to HSDCEducation@hcdc.org.

HSDC is an Equal Opportunity Employer