



Hearing, Speech & Deaf Center

Job Posting

Job Title: Program Director, Parent Infant Program (PIP)

Status: Exempt, Full-Time

Department: Education

Prepared Date: July 2023

Reports To: Co-Executive Director

Salary Range: \$75,000--\$90,000

Summary: <https://www.youtube.com/watch?v=kGn-ST4gr5Y>

The Hearing, Speech & Deaf Center (HSDC) is hiring for the director of our Parent Infant Program (PIP). This director position is part of the early support services for infants and children (ESIT) that are Deaf and hard of hearing. The Director supervises all staff members in the 0-3 education department: early language coach(s), administrative position and all contractors related to these services. We serve three counties, Snohomish, King and Pierce. The Director is a key member of HSDC's Equity Leadership Team (ELT) and works closely with the Co-Executive Directors and other Program Directors who provide mission-based services at HSDC.

This is a full-time position in a creative, empowering and nurturing environment of educators invested in supporting parent and child ASL/English language acquisition through parent and child bond, play and parent coaching.

HSDC AND PIP's COMMITMENT TO REPRESENTATION:

We actively seek to recruit, hire, promote, and retain a diverse workforce—one that welcomes and engages people from every background and models the achievements of adults in the Deaf community. We strive to reflect the diversity of the Puget Sound area, and for our families, staff and board to be equally diverse. We are committed to eliminating barriers to access and equity and see a diverse workforce as a key step toward this goal. We value our staff members, volunteers, and board members and their individual backgrounds, which further our ability to serve and learn from the diverse families that enrich our community. We invite you to join us on our journey.

PRIMARY RESPONSIBILITIES

Executive Leadership (15%):

- Serve as a member of the Equity Leadership Team (ELT)
- Provide strategy and leadership on education program planning
- Serve as an advisor on key birth-to-three administrative issues, opportunities and decisions
- Attend select board meetings
- Present at select All Hands Staff meetings

Staff Management (25%):

- Manage, mentor and support all early language coaches in the Parent Infant Program (PIP)
- Collaborate closely with Lead Early Language Coach and administrative staff to support mentoring and Coaches related to program implementation with families
- Solicit input from Lead and peer Coaches for all annual performance evaluations related to Coaches' direct work with families
- Provide leadership to determine appropriate roles and responsibilities for each team member, including monitoring caseloads for Coaches, and providing back-up as needed to stay in compliance for referrals
- Collaborate with Lead Coach and Directors to coordinate and/or implement new staff onboarding and training, taking the lead on training regarding HSDC policies/ESIT training/PIP training

Program Management (25%):

- Ensure PIP achieves and helps inform all goals identified in HSDC strategic and annual plans
- Prioritize programmatic workflow, both holistically and specific to individual team members
- Monitor and track program expenses against HSDC annual budget
- Provide leadership to plan and facilitate department meetings and quarterly retreats
- Oversee the implementation of key programmatic schedules (for example: team e-calendar, ensuring timely updates related to home visits)
- Work in partnership with finance department to oversee, monitor and support all facets of billing for service including monthly billing process and preparing/submitting reports to King/Pierce/Snohomish counties
- Work in partnership with Program Coordinator to oversee and support the process for managing referrals and enrolling new families, including ensuring compliance with enrollment timelines, processes and procedures

Compliance and Contract Oversight (25%):

- Oversee the process of contracting with counties, school districts and developmental centers. For example:
- Ensure that all contracts are completed on time
- Monitor compliance indicators and program outcomes to ensure contract deliverables are being met
- Work in collaboration with Program Lead Coach, Program Coordinator, Finance and Administration when routine county audits are conducted – oversee the preparation, on-site audit and follow-up action plan implementation
- Serve as lead liaison with community partners throughout contracting processes

Public Relations (10%):

- Support fundraising by attending select donor site visits and sharing useful information for grant proposals, donor appeals and fundraising events
- Serve as HSDC representative at equity trainings and activities sponsored by King, Pierce and Snohomish Counties
- Work in collaboration with the department and HSDC team to plan trainings and activities which advance equity principles, practices and trainings for staff and families
- Plan, coordinate, write/vlog program related communications
- Ensure all public documents meet Early Support for Infants and Toddlers (ESIT) regulations and collaborate with departments to coordinate production and translation into appropriate languages (Includes enrollment paperwork, family handbooks, transition notebook, and brochures)

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.

- Bachelor's degree in a relevant field (Master's degree preferred)
- Experience in program management and development
- Knowledge of Deaf Culture and proficiency in sign language
- Strong leadership and team management skills
- Excellent communication and interpersonal abilities
- Passion for empowering parents and facilitating language acquisition in young children

Certificates and Licenses:

- Washington State teaching certificate or equivalent as a parent educator
- CPR/First Aid/Blood Borne Pathogens certification
- Pass state and federal background checks

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.

- Must be able to cope with the demands and needs of small children
- Ability to bend, lift and carry objects up to 25 pounds
- Ability and willingness to efficiently travel throughout King, Snohomish, and Pierce counties

HSDC is an equal opportunity employer.

If you are driven by a desire to make a lasting impact on the lives of children and families, and if you are passionate about redefining language and communication, we invite you to join our dynamic team at HSDC. Apply today to be a part of our innovative and inclusive organization.

Please submit your cover letter and resume to jobs@hcdc.org.

Applications will be reviewed on a rolling basis until the position is filled.

We thank all applicants for their interest, but only those selected for an interview will be contacted.