

POSITION VACANCY

MISSOURI COMMISSION FOR THE DEAF AND HARD OF HEARING

POSTING DATE: June 25, 2010

POSITION: Workshop/Training Specialist

LOCATION: Jefferson City, MO

IMMEDIATE SUPERVISOR: Executive Director

POSITION DESCRIPTION: See job description below

QUALIFICATIONS: Bachelor's degree from an accredited college/university. Preference given to applicants with a degree in a field related to hearing loss, deafness, interpreting, human resources, communication studies, public policy, education or government. Fluency in American Sign Language is required, as well as knowledge of manually coded English. One year of successful experience in a professional capacity.

SALARY RANGE: \$38,280 to \$60,888
(Depending on education, qualifications, and experience.)

DATE AVAILABLE: Immediately

APPLICATION DEADLINE: Open until filled

Complete application packets should consist of a cover letter, resume, academic transcript(s), three letters of reference, and a statement of the applicant's salary requirements for this position.

Send to:

Missouri Commission for the Deaf and Hard of Hearing
1500 Southridge Drive
Jefferson City, MO 65109

Phone (573) 526-5205 (v/tty)
(573) 415-0085 (VP)
Fax: (573) 526-5209

E-Mail: barry.critchfield@mcdhh.mo.gov

JOB DESCRIPTION

Position: Workshop/Training Specialist
Section: Missouri Commission for the Deaf and Hard of Hearing (MCDHH)
Department: Missouri Department of Elementary and Secondary Education

Definition

This is a professional position (exempt from the Fair Labor Standards Act) responsible for the development, implementation, and coordination of many MCDHH presentations, public awareness activities, workshops, and training sessions throughout the year. These presentations concern a variety of topics including, but not limited to, the mission of MCDHH, hearing loss, assistive technology, Deaf culture, empowerment of people who are deaf or hard of hearing, legislative advocacy, emergency services, American Sign Language, and the legal rights of individuals who are deaf or hard of hearing, and they will be provided for both public and private organizations. The position is also responsible for assisting with and contributing to the development of a variety of educational materials relating to hearing loss.

Examples of Work Performed:

1. Provides and coordinates presentations, public awareness activities, workshops and training sessions concerning a variety of topics, including, but not limited to, the mission of MCDHH, hearing loss, assistive technology, Deaf culture, empowerment of persons with hearing loss, legislative advocacy, American Sign Language, the legal rights of individuals who are deaf or hard of hearing, and services/technology available for persons with hearing loss.
2. Assists with the development of educational materials, information packets, empowerment materials, and public awareness materials for members of the general public, interpreters, and people who are deaf and hard of hearing.
3. Assists in the development and updating of a Consumer Handbook concerning the legal rights of people who are deaf or hard of hearing.
4. Takes an active role in Internet marketing of MCDHH services and activities, including video postings in ASL or Signed English.
5. Identifies the training needs of state agencies concerning people with hearing loss, and provides in-service training to meet those needs.
6. Prepares and submits contact logs and related reports.
7. Answers telephone calls (including video telephone calls) and performs other routine office tasks.
8. Performs other related duties as assigned by the Executive Director.

Required Knowledge, Skills and Abilities:

1. Knowledge of methods of instruction, preparation of training materials, and program planning. Working knowledge of Microsoft Office applications, including Word, PowerPoint, Access, Excel and Publisher. Also knowledge of Internet services and experience with video postings on websites, including captioning (or willingness to learn these skills).
2. Ability to give presentations on a variety of topics and issues related to hearing loss.
3. Knowledge of hearing loss, assistive technology, Deaf culture, services for people who are deaf or hard of hearing, and issues relating to hearing loss.
4. Ability to effectively communicate with groups and individuals who are hearing, hard of hearing, or deaf, either directly or through interpreters.
5. Current general knowledge of state and federal laws and regulations related to hearing loss.
6. Ability to establish and maintain effective working relationships with members of the general public, organizations, and state agencies.
7. Skill in the use of video phone technology, text telephones, as well as a telecommunications relay services (TRS) such as Relay Missouri, and other specialized equipment and services to facilitate the communication of persons who are deaf or hard of hearing.
8. Fluency in American Sign Language is required, as well as knowledge of and ability to use manually coded English.
9. Ability and willingness to travel within the State of Missouri.

Required Experience and Education:

1. Bachelor's degree from an accredited college/university. Preference given to applicants with a degree in a field related to hearing loss, deafness, interpreting, human resources, public policy, education, government, or communication studies.
2. One year of successful experience in a professional capacity.

(Other qualifications and experience, which, in the opinion of the Executive Director, meet the requirements of the position, may be accepted in lieu of the above.)