

November 17, 2011

## **EMPLOYMENT OPPORTUNITY**

### Follow-Up Coordinator

Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf is seeking a highly motivated Independent Contractor for an exciting new opportunity offered by a grant awarded to us.

**Agreement Award** – September 1, 2011– August 31, 2012

**Qualifications:** The successful candidate must have the following qualifications:

- Working knowledge of a variety of database applications
- Ability to communicate effectively with others
- Strong computer skills
- Analyzing and interpreting complex data reports
- Ability to maintain records and prepare reports/correspondence related to the work.
- Experience working in a collaborative method with a wide variety of programs, service providers and families.
- Demonstrated organizational skills
- Direct experience working with or having a child with diagnosed hearing loss
- Knowledge of hearing loss, amplification, language assessment, intervention, family-centered practices, speech and language development.

**Scope of Work:** The Follow-Up Coordinator will be asked to provide guidance and expertise in all areas associated with lost to follow-up for the Maine Newborn Hearing Program as well as support of families of children with suspected or diagnosed hearing loss. Work responsibilities include but are not limited to:

- Coordinate and develop processes, documents, and reporting techniques to assess, monitor and improve the effectiveness of follow-up strategies including coordinating the follow-up efforts of the Parent Consultant and the Provider Specialist and maintaining the lost to follow-up data and tracking logs in the ChildLINK database.

- Consult with MNHP staff to review state achievement of recommended benchmarks of screening by one month, audiological evaluation by three months of age and enrollment into early intervention services by 6 months.
- Maintain data confidentiality and integrity.
- Collaborate with the MNHP Coordinator, Data Analyst and Epidemiologist on program data analyses.
- Serve as a liaison between the Maine Newborn Hearing Program, Birthing Facilities, Medical Homes, Community Resources and Child Development Services.
- Assist with review of materials such as surveys, brochures and other documents as appropriate
- Acts as the lead coordinator while working with the Parent Consultant, the Maine Chapter of Hands and Voices and the MNHP and the MECDDHH to develop a “Guide by Your Side Program” for Maine as described in the HRSA Grant.
- Participate in planning and implementation of training workshops/conferences, as needed.
- Assist with development of parent/family programs.
- Maintain regular contact with both the MECDDHH and MNHP as determined by those program directors or designees.
- Other duties as assigned.

### **Job Requirements**

- A minimum of one work day per week will be required at the Maine Newborn Hearing Program worksite.
- Some travel across the state as well as some out of state travel with possible overnight travel
- Flexible scheduling to meet the needs of the Program and to be able to contact providers and families at a wide variety of times

Required conferences/trainings:

- Annual Early Hearing, Detection and Intervention (EHDI) Conference

Please send cover letter and resume to:

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