

November 13, 2017

STIPEND OPPORTUNITY

Position: *Guide-By-Your-Side* Deaf/Hard of Hearing Program
Coordinator

Date Issued: November 13, 2017

Date Closed: November 27, 2017

Stipend: \$25 an hour up to 10 hours a week.

Interviews will take place the week of November 27, 2017.

Position Summary

The *Guide-By-Your-Side* Deaf/Hard of Hearing Program Coordinator is an adult who resides in Maine who is Deaf, hard of hearing, Deaf/blind or Deaf with additional disabilities. This position will provide planning, implementation and support to parents of children who are deaf or hard of hearing and programs provided by, or involving collaboration with state agencies and organizations. Specifically, in collaboration with the GBYS Parent Coordinator, this position will be responsible for the oversight of the *Guide-By-Your-Side* Deaf/Hard of Hearing Guide program. This position will oversee and implement the work of the Deaf/hard of hearing family support activities. Additionally, this position would be responsible for collaboration with appropriate agencies, organizations, and networking among Deaf and hard of hearing individuals, parents and various parent groups, for the development and implementation of plans for the ongoing support needs of families of children who are deaf, hard of hearing and deafblind.

Specialized Knowledge and Skills

All applicants must be Deaf, Hard of Hearing, Deafblind, or Deaf with additional disabilities.

- ❖ Ability to share your experiences as a Deaf or hard of hearing individual.
- ❖ Support for the philosophy of unbiased support of families.
- ❖ Knowledge of communication options, technology, and educational philosophies prevalent in the field of deafness.
- ❖ Knowledge of techniques used to plan and/or implement training and presentations for families and educational staff.
- ❖ Ability to oversee and manage details associated with the *Guide-By-Your-Side* Deaf/HH Program, including supervision of Deaf/HH Guides, processing of paperwork, and development of systems to meet the ongoing needs of the program.
- ❖ Knowledge of Maine's service delivery system (Birth to 3, School-age and young adult) for children who are deaf, hard of hearing or deafblind.

- ❖ Knowledge of simple computer operations such as Word, Excel, and Powerpoint. Strong interpersonal and communication skills.

Job Requirements

- ❖ Some travel across the state as well as some out of state travel with possible occasional overnight travel.
- ❖ Flexible scheduling to meet the needs of the program and to be able to visit with families at a wide variety of times.

Required Conferences/Trainings

- ❖ **Guide By Your Side Parent and Deaf/HH Guide Training – Dec. 8,9 – Falmouth, Maine**
- ❖ National Hands and Voices Conference (expenses paid)
- ❖ Maine annual Hands & Voices Conference

Please send your resume and cover letter sharing your experience with the above mentioned specialized knowledge and skills to:

Doreen Spear, HR Generalist
Maine Educational Center for the Deaf and HOH/Gov. Baxter School
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Falmouth, ME 04105
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