



JOB DESCRIPTION

Position: DHILS Deaf Skills Trainer

Reports To: Director, Deaf & Hard of Hearing Independent Living Services (DHILS)

Supervisory Responsibilities: None

Company: Your Access Advocates, Inc. (YAA) is located in Worcester, Massachusetts and is a 501 (c)(3) non-profit agency founded in 1975 by a core group of young adults with disabilities. YAA is a consumer-directed, multi-programmed, multifaceted agency, dedicated to the empowerment of all persons with disabilities to live as independently as possible. YAA provides five core services: Advocacy, Skills training, Peer support, Information and Referral and Transitions.

Exempt or Non-Exempt Status: Non-Exempt

Responsibilities:

- Conduct initial intake/assessment for Deaf consumers.
- Provide Independent Living skills training and peer counseling to consumers.
- Develop and review Independent Living plans with consumers and set appropriate goals.
- Provide information and referral to consumers and other service providers as needed.
- Meet with consumers in their homes or in the office.
- Advocate for individual consumers and for Deaf Independent Living Services in general.
- Recruit or engage individual consumers to attend advocacy events.
- Provide emergency intervention for consumers as needed.
- Attend in-service workshops and other meetings and conferences when appropriate.
- Maintain accurate records of all services provided on designated report forms; submit those forms as requested.
- Work with interns from colleges.
- Perform other duties as assigned by the DHILS Director.

Essential Functions (Requirements):

- Ability to communicate in American Sign Language (ASL).
- Frequent communication (orally and/or in writing) with consumers, staff, medical providers, state agencies, business partners/vendors and other third parties.
- Conduct group presentations.

A resource and advocacy center for independent living serving people with disabilities and the Deaf & hard of hearing in Central Massachusetts.



- Understand the requirements of the DHILS programs and to be able to assess, teach, evaluate, educate, direct, and/or refer the consumer/guardian regarding the scope and responsibilities of the programs;
- Travel within service area and beyond as needed.
- Accurately enter information into database.
- Use office machinery, including calculators.
- Maintain strict confidentiality for the relevant population (consumers).
- Write Independent Living Plans.

Preferred Qualifications:

Education

- High School or equivalent (GED) required; Bachelor's Degree in Health or Human Services, preferred; years of relevant experience may be substituted for Bachelor Degree.
- Fluency in American Sign Language

Experience

- Minimum of 2 years of relevant experience required working with deaf services or servicing the deaf community.
 - Excel, Microsoft Office and database management
 - Working in or involved with the deaf community.
 - Information & Referral
- Possess the ability to:**
- Work independently and as a team member.
 - Work effectively with individuals with diverse disabilities and cultures.
 - Prioritize and meet deadlines.
 - Problem solve.
 - Provide guidance and leadership.
 - Take direction and understand consequences of action.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Travel to meet with consumers will be required.

This job description is subject to change at any time.

Individuals with disabilities strongly encouraged to apply.

A resource and advocacy center for independent living serving people with disabilities and the Deaf & hard of hearing in Central Massachusetts.

Voice: (508) 798-0350 • Toll Free: (800) 570-4020 • VP: (508) 762-1164 • TTY: (508) 755-1003 • Fax: (508) 797-4015
18 Chestnut St. Suite 540, Worcester, MA 01608 • Website: youraccessadvocates.org